



**TŪWHARETOA**  
MĀORI TRUST BOARD

## Position Description

<b>Position:</b>	Environmental Coordinator	<b>Date:</b>	November 2021
<b>Business Group:</b>	Natural Resources	<b>Reports to:</b>	Natural Resources Manager
<b>Location:</b>	Taupō	<b>Hours:</b>	Permanent Full-Time

### Context

The Tūwharetoa Māori Trust Board was established pursuant to the Māori Land Amendment Act 1924 and Māori Land Claims Adjustment Act 1926. The Trust Board later became a Māori Trust Board established by legislation to administer the Trust Board's assets for the benefit of present and future generations of Ngāti Tūwharetoa. The Trust Board became a statutory entity in 1931 pursuant to the Māori Purposes Act 1931 and is currently constituted by the Māori Trust Boards Act 1955.

The Trust Board administers Taupō Waters on behalf of and for the benefit of present and future generations of Ngāti Tūwharetoa. The Trust Board is committed to maintaining and enhancing the health and wellbeing of Taupō Waters, and enabling Ngāti Tūwharetoa to achieve our social, cultural, environmental and economic goals and aspirations.

# THE WELLBEING OUTCOMES STRATEGY

## KAUPAPA

*Mahi Rangarita  
ki te iwi*

## MOEMOEA

*Ngāti Tūwharetoa –  
United, Smart and Prosperous*

## TIKANGA

*Mahi Tika,  
Mahi Pono*



### POU TAHI

*Ko Tūwharetoa te iwi*  
Ngāti Tūwharetoa Live  
as Tūwharetoa



### POU RUA

*Whai Hua, Whai Rawā*  
Ngāti Tūwharetoa  
are Prosperous and  
Innovative



### POU TORU

*Kaitiaki o ngā Taonga  
Tuku Iho*  
Ngāti Tūwharetoa are  
Stewards and Users  
of our Natural  
Resources



### POU WHA

*Te Mauri o te Oranga*  
Ngāti Tūwharetoa are  
Safe and Well



### POU RIMA

*Tūwharetoa ki te  
Kāinga, Tūwharetoa  
ki te Ao*  
Ngāti Tūwharetoa  
are Active Local and  
Global Citizens

## Purpose of the position

To support the environmental management of the Tūwharetoa Māori Trust Board assets (Taupo Waters and the associated awa), including RMA implementation, compliance and resource consent processing and monitoring. The role will also assist, facilitate and enhance long term relationships with our key stakeholders and Ngati Tuwharetoa (including our marae and our Economic Authorities).

There is a delivery feed component in this role. Section 33 Water testing monitoring will be required.

To demonstrate behaviours that are consistent with the Tūwharetoa Māori Trust Board's culture and contribute to maintaining a supportive and collaborative team focused environment. To support the overall delivery of the organisations strategic plan.

## Key Functions

Accountability Area	Activities	Performance Indicators (to be agreed with successful applicant)
<b>1. Policy, Processes &amp; Project Delivery</b>	<p>1.1 Work effectively within the broader Natural Resource Management Team to support environmental management, consent processing and monitoring, and legislation compliance with a differing Deeds held by Tūwharetoa Māori Trust Board in a manner consistent with Tūwharetoa values, the Resource Management Act 1991, and relevant statutory legislation. (This will include working with other team members, project managers, contractors, nga hapū o Ngāti Tūwharetoa, other iwi and Tuwharetoa Economic Authorities).</p> <p>1.2 Lead and manage environmental enhancement projects that will include nga hapū o Ngāti Tūwharetoa, consultants providing environmental, technical, legal, and planning services.</p> <p>1.3 Assist with the development of environmental policies, strategies and reporting requirements.</p>	<p>1.1.1. All relevant processes and systems are completed correctly and in a timely manner, and legislative compliance is achieved.</p> <p>1.1.2. High quality, professional, and timely support and advise is delivered to key stakeholders.</p> <p>1.2.1. Projects are developed in context with Trust Boards strategic direction, core responsibilities, and objectives.</p> <p>1.2.2. Projects are delivered on time and within agreed parameters (incl. budgets)</p> <p>1.2.3. Engagement with external stakeholders is delivered in a professional and effective manner.</p> <p>1.3.1. Policy, strategy and reporting activities are completed in a timely and supportive manner, and meet Trust policies, processes and guidelines.</p> <p>1.3.2. Trust Board reporting and accountability requirements and standards are met.</p>

<b>2. Support Service Delivery</b>	2.1. Provide advice in response to environmental issues including: RMA planning requirements; Resource Consents processing, access requests.	2.1.1. High quality, professional and timely advice is provided to all requests.
<b>3. Field Delivery – Section 33, Species Management, Water Pest Management</b>	3.1. Lead and manage environmental monitoring and restoration projects that will be aligned with the Natural Resources Annual plan. 3.2. Section 33 Monitoring – water testing	3.1.1. Projects are developed in context with Trust Boards strategic direction core responsibilities, and objectives. 3.1.2. Projects are implemented in line with the TMTB Strategic Plan. 3.1.3. Engagement with external stakeholders is delivered in a professional and effective manner. 3.1.4. Trust Board reporting and accountability requirements and standards are met.
<b>4. Collaborative Relationship Management</b>	3.3. Support and implement constructive, meaningful and enduring relationships with all key external and internal stakeholders.  3.4. Assist with developing and maintaining positive external relationships and to consult with statutory bodies, resource users, interest groups, Regional and District Councils and Central Government.	3.1.5. The Trust Boards organization as a whole and all external stakeholders are effectively engaged in a manner consistent with Trust Boards policies, protocols and guidelines.  3.2.1. Partnership protocols with Crown agencies, research and educational institutes are adhered to and enhanced
<b>4. Team Contribution</b>	4.1. Contribute significantly to the ongoing development of a high performing team.  4.2. Contribute significantly to the establishment of a strong stakeholder/customer and solutions focused culture.  4.3. Proactively support the implementation of the Board’s Health & Safety standards and policies.	4.1.1. Develop self-awareness, understanding and implement a leadership role within the team. 4.1.2. Contribute positively towards developing a high performing team. 4.1.3. Develop and implement a traceable workplan, and then report on progress against deliverables.  4.2.1. Work within your team to establish strong stakeholder relationships. 4.2.2. Demonstrate a solution focussed approach to your role.  4.3.1. Actively promote a strong Health and Safety culture. 4.3.2. Proactively identify Health & Safety related concerns in relation to TMTB related tasks and activities.

<b>5 Risk Management</b>	5.1 Ensure that all risks are identified, managed appropriately, statutory compliance obligations are met, and that all TMTB policies, systems, processes and delegations are adhered to.	5.1.1. Compliance with all mandatory systems and no non-compliance issues are identified. 5.1.2. Improvements to processes and systems are developed, implemented and reported on.
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### Required Capability and Experience

Capability Area	Competence
<b>Qualifications</b>	Relevant tertiary qualification in environmental management and/or environmental engineering/science (preferred). Professional membership/affiliations (preferred). Current Full New Zealand Driver's License is required.
<b>Knowledge and skill</b>	Technical Knowledge & Skills required for the position: <ul style="list-style-type: none"> <li>● 2-4 years' experience preferred.</li> <li>● Experience at working with Iwi.</li> <li>● Significant working knowledge of the Resource Management Act 1991, as well as other statutory and planning processes</li> <li>● Proven stakeholder consultation experience.</li> <li>● Environmental experience in industry, local government or consulting.</li> <li>● Proven project management and environmental planning experience. Ideally with practical experience in managing considerable budgets and conflict management and multi-party negotiations.</li> <li>● Experience with central government and regional and district council planning issues.</li> <li>● Excellent written and oral communications skills.</li> <li>● Excellent analytical skills.</li> <li>● Reliable and ability to work independently.</li> <li>● Excellent relationship management and networking skills.</li> <li>● Time management, ability to set and achieve work targets and attention to detail.</li> </ul>

<b>Competencies</b>	<p>Negotiation: Is effective in influencing the thoughts and actions of others. Successfully negotiates and persuades others to align with their goals.</p> <p>Strategic Ability: Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risk.</p> <p>Teamwork: Supports and collaborates with team members to achieve targets. Appreciates the benefits of diversity and works well with a variety of people.</p> <p>Communication: Communicates in a clear, confident, and articulate manner. Is effective at influencing others to see things a given way. Adapts communication style to be appropriate to the audience or group they are presenting to.</p> <p>Implementation: Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.</p> <p>Achievement: Demonstrates a strong focus on high performance standards and personal achievement. Sets self-stretch goals and works persistently to achieve them. Displays high work focus, high levels of energy, and goes above and beyond to exceed expectations. Is ambitious and constantly seeks to advance their career.</p> <p>Resilience: Remains calm, composed, and optimistic in stressful or high-pressure situations. Perseveres in the face of obstacles or setbacks and carries on with the task at hand. Strong drive to finish tasks, will actively seek to overcome potential hurdles.</p> <p>Self-Insight: Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth. Strives to keep abreast of the latest industry trends and technologies.</p>
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## Relationships

Internal groups	External groups
Board Executive Management Team Manager Natural Resources Tūwharetoa Māori Trust Board staff Tūwharetoa Economic Authorities Tūwharetoa whanau, hapū and iwi Tūwharetoa Marae	Taupō District Council Waikato Regional Council Waikato Regional Authority Other local, regional and national government agencies Other iwi Territorial Authorities Research and Educational Institutions Contractors

	Local and central government organisations Consultants and contractors Interested parties
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**APPROVED:**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_