

TŪWHARETOA MĀORI TRUST BOARD

JOB DESCRIPTION

JOB TITLE

Environmental Project Coordinator – Project Kaitiaki

PURPOSE

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.

In 2007, the Crown and Waikato-Tainui reached an Agreement in Principle regarding the outstanding claim to the Waikato River. This agreement included the formation of the Guardians Establishment Committee to develop a Vision and Strategy for the Waikato River.

In 2010, Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 and the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 passed into law as enabling legislation for the Waikato River Authority and established Co-Governance and Co-Management Arrangements for the Waikato River. The Trust Board represents the interests of the Waikato River Hapū of Ngāti Tūwharetoa under that legislation.

Ngā Kaihautū o Te Awa o Waikato committee (Ngā Kaihautū) are the representatives of the Tūwharetoa Marae who maintain a direct interest in the Waikato Awa and Tributaries. Ngā Kaihautū are charged with implementing a long-term plan to protect the health and well-being of the Waikato River for Tūwharetoa, and work alongside the Trust Board in fulfilling its obligations under the 2010 Deed, River Acts and Te Ture Whaimana.

In 2022 the Trust Board received funding from the Ministry for the Environment's Te Mana o te Wai fund. The purpose of the fund is to build capability and capacity in Māori to participate in making decisions affecting wai and te taiao. The application was based on components from Ngā Kaihautū - Mahere Rautaki (Strategic Plan) 2020 – 2030 and centres around the following deliverables:

- Develop Kaitiaki plans with eight Te Hikuwai Marae
- Develop a Mātauranga Māori Monitoring framework specific to Tūwharetoa, for monitoring water quality.
- Digitise and preserve Mātauranga for future generations
- Coordinator a series of wānanga, networks and resources

Project Kaitiaki, a team of three, has been established to achieve these goals by the end of February 2025, when project funding ends. This is a pilot programme for the Trust Board.

To support Tūwharetoa Māori Trust Board in the successful co-ordination and delivery of the Ministry for the Environment (MfE) Te Mana o te Wai funded; Project Kaitiaki. The role will also assist, facilitate, and enhance long term relationships with our key stakeholders and Ngāti Tūwharetoa (including our marae and our Economic Authorities).

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 delivery of Ngā Kaihautū o te Awa Mahere Rautaki (Strategic Plan) 2020 – 2030 and the Trust Board's strategic plan.

SPECIFIC DUTIES & RESPONSIBILITIES

1.POLICY, PROCESSES & PROJECT DELIVERY

1a. Lead and manage environmental enhancement projects that will include ngā hapū o Ngāti Tūwharetoa, consultants providing environmental, technical, legal, and planning services.

- Projects are developed in context with Trust Boards strategic direction, core responsibilities, and objectives.
- Projects are delivered on time and within agreed parameters (incl. budgets)
- Engagement with external stakeholders is delivered in a professional and effective manner.
- Policy, strategy, and reporting activities are completed in a timely and supportive manner, and meet Trust policies, processes and guidelines.

1b. Assist with the development of environmental policies, strategies, and reporting requirements.

- Trust Board reporting and accountability requirements and standards are met.

2.SUPPORT SERVICE DELIVERY

2a. Provide advice in response to enquiries about the project and its associated workstreams

- High quality, professional and timely advice is provided to all requests.

3.PROJECT KAITIAKI DELIVERY AND IMPLEMENTATION

3a. Co-ordinate and oversee workstreams to meet the deliverables of Project Kaitiaki.

- Projects are developed in context with Ngā Kaihautū and the Trust Boards strategic direction core responsibilities, and objectives.

3b. Successful delivery of the project in the allocated timeframe, on budget and to a high standard.

- Projects are implemented in line with Ngā Kaihautū and the TMTB Strategic Plans.

3c. Identify any risks and concerns affecting the project in a timely manner so they can be addressed.

- Engagement with external stakeholders is delivered in a professional and effective manner.

3c. Use initiative to identify new innovations, partners, and ways of working to deliver the project.

- Trust Board and MfE reporting, and accountability requirements and standards are met.

4.COLLABORATIVE RELATIONSHIP MANAGEMENT

- Establish and maintain meaningful relationships with key agreed/targeted external and internal stakeholders in the delivery of administration support.

5.TEAM CONTRIBUTION

- Contribute to the ongoing development of a high-performing team.
- Contribute to the establishment of a strong stakeholder/customer and solutions-focused culture.
- Contribute to the ongoing proactive support of health and safety standards and policies.
- Develop self-awareness, understanding and implement a leadership role within the team.

6.RISK MANAGEMENT

- Ensure all risks are managed appropriately, statutory compliance obligations (incl. H&S) are met, and that all TMTB policies, systems, processes, and delegations are adhered to.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.

- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

QUALIFICATIONS

Relevant tertiary qualification in project management and/or environmental management (preferred)
 Professional membership/affiliations (preferred)
 Current Full New Zealand Driver's License is required

TECHNICAL KNOWLEDGE & SKILLS

- 2-4 years' experience in project administration and management preferred. Proven project management and environmental planning experience. Ideally with practical experience in managing considerable budgets and conflict management and multi-party negotiations.
- Experience working with Iwi and hapū.
- Proven stakeholder consultation experience.
- Environmental experience in industry, local government, or consulting.
- Experience with central government and regional and district council planning issues.
- Excellent written and oral communications skills.
- Excellent reporting and analytical skills.
- Reliable and ability to work independently.
- Excellent relationship management and networking skills.
- Time management, ability to set and achieve work targets and attention to detail.

COMPETENCIES

- **Negotiation:** Is effective in influencing the thoughts and actions of others. Successfully negotiates and persuades others to align with their goals.
- **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.
- **Teamwork:** Supports and collaborates with team members to achieve targets. Appreciates the benefits of diversity and works well with a variety of people.
- **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.
- **Implementation:** Is reliable, detail-focused, and meticulous. Follows through on plans to ensure they are carried out accordingly.
- **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.
- **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.
- **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.

INTERNAL GROUPS

- Senior Leadership Team
- Manager Natural Resources
- Tūwharetoa Māori Trust Board staff
- Ngā Kaihautū o te Awa o Waikato kōmiti
- Tūwharetoa whanau, hapū and iwi
- Te Hikuwai Marae

External Groups

- Taupō District Council
- Waikato Regional Council
- Waikato Regional Authority
- Other local, regional, and national government agencies
- Tūwharetoa Economic Authorities
- Other iwi with Te Mana o te Wai projects
- Territorial Authorities
- Research and Educational Institutions
- Contractors
- Local and central government organisations
- Consultants and contractors