

TŪWHARETOA MĀORI TRUST BOARD

JOB DESCRIPTION

JOB TITLE

Environmental Coordinator

PURPOSE

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 Ngāti Tuwharetoa (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 overall delivery of the organisations strategic plan.

SPECIFIC DUTIES & RESPONSIBILITIES

Policy, Processes & Project Delivery

- Work effectively within the broader Natural Resource Management Team to support environmental management, consent processing and monitoring, and legislation compliance with 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).
- Lead and manage environmental enhancement projects that will include nga hapū o Ngāti Tūwharetoa, consultants providing environmental, technical, legal, and planning services.
- Assist with the development of environmental policies, strategies, and reporting requirements.
- All relevant processes and systems are completed correctly and in a timely manner, and legislative compliance is achieved.
- High-quality, professional, and timely support and advice is delivered to key stakeholders.
- Projects are developed in context with the Trust Board's strategic direction, core responsibilities, and objectives.
- Projects are delivered on time and within agreed parameters (incl. budgets).
- Engagement with external stakeholders is delivered professionally and effectively.
- Policy, strategy, and reporting activities are completed in a timely and supportive manner and meet Trust policies, processes, and guidelines.
- Trust Board reporting and accountability requirements and standards are met.

Support Service Delivery

- Provide advice in response to environmental issues including: RMA planning requirements; Resource Consents processing, and access requests.
- High-quality, professional, and timely advice is provided to all requests.

Collaborative Relationship Management

- Support and implement constructive, meaningful, and enduring relationships with all key external and internal stakeholders.
- Assist with developing and maintaining positive external relationships and consult with statutory bodies, resource users, interest groups, Regional and District Councils, and Central Government.
- The Trust Board's organisation as a whole and all external stakeholders are effectively engaged in a manner consistent with Trust Board's policies, protocols, and guidelines.
- Partnership protocols with Crown agencies, research, and educational institutes are adhered to and enhanced

Team Contribution

- Contribute significantly to the ongoing development of a high-performing team.
- Contribute significantly to the establishment of a strong stakeholder/customer and solutions-focused culture.
- Proactively support the implementation of the Board's Health & Safety standards and policies.
- Develop self-awareness, and understanding and implement a leadership role within the team.
- Contribute positively towards developing a high-performing team.
- Develop and implement a traceable work plan, and then report on progress against deliverables.
- Work within your team to establish strong stakeholder relationships.
- Demonstrate a solution-focused approach to your role.
- Actively promote a strong Health and Safety culture.
- Proactively identify Health & Safety related concerns in relation to TMTB-related tasks and activities.

Risk Management

- Ensure that all risks are identified, and managed appropriately, statutory compliance obligations are met, and that all TMTB policies, systems, processes, and delegations are adhered to.
- Compliance with all mandatory systems and no non-compliance issues are identified.
- Improvements to processes and systems are developed, implemented, and reported on.

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 environmental management and/or environmental engineering/science (preferred).
- Professional membership/affiliations (preferred).
- Current Full New Zealand Driver's License is required.

Knowledge and skills

Technical Knowledge & Skills required for the position:

- 2-4 years experience preferred.
- Experience working with Iwi.
- Significant working knowledge of the Resource Management Act 1991, as well as other statutory and planning processes.
- Proven stakeholder consultation experience.
- Environmental experience in industry, local government, or consulting.
- Proven project management and environmental planning experience. Ideally with practical experience in managing considerable budgets conflict management and multi-party negotiations.
- Experience with central government and regional and district council planning issues.
- Excellent written and oral communication skills.
- Excellent 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, and high levels of energy, and goes above and beyond to exceed expectations. Is ambitious and constantly seek 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.