

Tūwharetoa Māori Trust Board

JOB DESCRIPTION

Job title

Natural Resources - Operations Lead

Purpose

To support the delivery of the Tūwharetoa Māori Trust Board's environmental priorities through effective leadership, stakeholder engagement, policy and project coordination, and the implementation of initiatives that protect and enhance Taupō Waters and the Waikato River, while ensuring alignment with the Trust Board's strategic objectives, values, and statutory responsibilities.

SPECIFIC DUTIES AND RESPONSABILITIES

Team Leadership

- Support an engaged team that is aligned to the organisational culture, where robust debate, diversity, cohesion, supportiveness, and working effectively together is fostered to enable each employee and the team to succeed.
- Support oversight and direction to the team around the objectives of the Trust Board and how the team's focus aligns to this, empowering employees to take responsibility for their jobs and goals.
- Support and maintain transparent communication - appropriately communicate relevant information through team meetings, one-on-one meetings, emails, and regular interpersonal communication.
- Coach and develop Natural Resources staff.
- Effectively maintain the workflow of the team to ensure productivity and goal expectations are met.
- Support the development and implementation of an annual workplan and set-up reporting to track progress against deliverables.
- Work with the Natural Resources Manager to develop a culture of continuous improvement and innovation.

Strategy, Policy Development and Relationships

- Support the develop, implement and evaluate strategies and initiatives to ensure the Tūwharetoa Māori Trust Boards environmental interests and obligations at a local, regional and national level are protected and advanced including: Supporting the Trust Board's interests in environmental regulatory and policy making settings. The contractor is not expected to make decisions or take actions that could cause conflict or legal risk.
- Support of marae and hapū on any specific environmental issues impacting on their respective areas
- Support the development of environmental plans, projects and frameworks
- Provide strategic support and coordination of the duties and environmental responsibilities arising from the 2007 Deed with the Crown and the Deed in relation to co-governance and co-management arrangements for the Waikato River and related responsibilities.
- Develop proactive relationships and partnerships with key stakeholders

Project Initiation and Delivery

- Lead and support the planning, delivery, and completion of projects that protect, restore, and maintain Taupō Waters and the Waikato River.
- Ensure projects align with the Trust Board's strategic direction, kaupapa, and priorities.
- Deliver projects on time, within budget, and to agreed standards.
- Track, review, and regularly report on project progress.
- Ensure all projects meet reporting, accountability, and closeout/transition requirements.
- Demonstrate strong organisation and management in policy and planning projects.

Team Contribution

- Contribute to a high-performing, solutions-focused team with strong stakeholder relationships.

- Support and promote Health & Safety standards by identifying and addressing risks.
- Develop and deliver a clear work plan, reporting on progress against agreed goals.

Risk Management

- Ensure effective risk management and statutory compliance,
- including Health & Safety, by adhering to all organisational policies.
- Identify and report opportunities to improve processes and systems.

Health and Safety

- Contribute to the ongoing proactive support of Health & Safety standards and policies.
- Undertake all work in a safe manner and follow all company and workplace health and safety procedures
- Actively promote a strong Health and Safety culture.
- Proactively identify Health & Safety related concerns in relation to Trust Board related tasks and activities.

Technical Knowledge and Skills

- 2-4 years' experience preferred in a similar role
- Proven experience working with iwi and hapū
- Comprehensive working knowledge of regulatory and legislative processes
- Experience in stakeholder engagement, management and communication
- Proven project management and environmental planning experience, with practical experience managing budgets.
- Experience working with Central and/or Local Government Agencies.

Personal Attributes

- Good networking and interpersonal skills.
- Meticulous with a strong eye for detail.
- Calm logical thinker and influencer with a sense of control when situations require action.
- Positive energy, smart and professional.
- Cognitive ability to understand business needs, think through issues, and weigh up options.
- Sound written and oral communication skills including the ability to communicate clearly and succinctly in a variety of communication settings and styles.

General duties

- 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 fulfillment 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.