

Tūwharetoa Māori Trust Board

JOB DESCRIPTION

Job title

Waikato Awa - Kaiawhina

PURPOSE OF THE ROLE

The purpose of this role is to provide high-quality governance, project, administrative and coordination support to the Natural Resources team, working under the day-to-day direction of the Environmental Project Coordinator and overall leadership of the Team Lead.

The role provides dedicated governance and coordination support to the Ngā Kaihautū o te Awa o Waikato Committee, ensuring meetings, information, decisions, actions and reporting are effectively coordinated, documented and followed through.

The role also supports the implementation of key workstreams arising from Te Mahere Rautaki – Strategic Plan 2020–2030, and contributes to the planning, coordination and delivery of Natural Resources projects, programmes, stakeholder engagement and notification processes.

The role works collaboratively across the Natural Resources team to ensure activities are well coordinated, information is accurate and accessible, and agreed actions and deliverables are progressed in accordance with organisational priorities.

Specific duties and responsibilities

Committee and Governance Support

- Provide high-quality administrative, secretarial and coordination support to the Ngā Kaihautū Committee.
- Coordinate Committee meetings in accordance with relevant policies, procedures and agreed timeframes.
- Coordinate the preparation and distribution of agendas, board papers, minutes, correspondence and supporting documentation.
- Produce accurate, timely and professional meeting minutes and records.
- Maintain an effective system for recording, tracking and following up Committee decisions, actions and recommendations.
- Coordinate information and reporting required by the Committee.
- Liaise with Committee members, staff and relevant stakeholders to support the effective operation of the Committee.
- Ensure governance information and records are appropriately stored, secured, retrieved and managed in accordance with Trust policies and procedures.
- Maintain confidentiality and exercise sound judgement when handling sensitive governance and organisational information.

Project Management Delivery

- Provide coordination and administrative support to the Project Coordinator in the delivery of identified Natural Resources projects and workstreams.
- Assist with the preparation and maintenance of project plans, schedules, workplans, action registers and project documentation.
- Monitor agreed actions, milestones and deliverables and provide timely updates to the Project Coordinator.
- Assist with coordinating meetings, workshops, hui, stakeholder engagement and other project activities.

- Support the preparation of project updates, reports, presentations, correspondence and Committee papers.
- Maintain accurate and complete project records and information.
- Identify emerging issues, delays or risks within assigned activities and escalate these promptly to the Project Coordinator.
- Support the completion of project activities within agreed timeframes and organisational requirements.
- Undertake specific project activities as delegated by the Project Coordinator or Team Lead.

Collaborative Relationship Management

- Establish and maintain meaningful relationships with key external and internal stakeholders in the delivery of administration support.
- Work programme impacts, and other interdependencies are identified and collaboratively worked through and managed.
- Committee feedback is incorporated into workplan.

Project Support and Delivery

- Ensure the active support to the Natural Resources team as requested.
- Provide support to projects and programmes that align to the organisation's objectives.
- Projects and support activities are completed in a timely and supportive manner.

Team Contribution

- Establish and maintain professional and constructive working relationships with internal and external stakeholders.
- Provide responsive and professional administration and coordination support to Committee members and stakeholders.
- Support the coordination of stakeholder engagement, consultation and notification processes as required.
- Identify work programme dependencies and coordination requirements and raise these with the Project Coordinator.
- Ensure relevant stakeholder and Committee feedback is accurately captured and communicated to the appropriate staff.
- Represent the Natural Resources team professionally in all interactions

Risk Management

- Identify and monitor risks associated with assigned activities and promptly escalate issues to the Project Coordinator or Team Lead as appropriate.
- Support compliance with relevant statutory obligations, including Health and Safety requirements.
- Ensure assigned activities are undertaken in accordance with TMTB policies, procedures, systems, processes and delegated authorities.
- Maintain accurate and appropriate records to support accountability, reporting and organisational requirements.
- Manage information and organisational knowledge responsibly, ensuring it is accurate, secure, appropriately stored and accessible to authorised staff when required.

Skills, Experience & Education

Relating and Networking

- Builds effective and respectful relationships with colleagues, Committee members, whānau, hapū, iwi and stakeholders.
- Works collaboratively and contributes positively to team outcomes.

Commitment to Excellence

- Demonstrates high personal and professional standards, accountability and attention to detail.
- Produces accurate, timely and high-quality work.
- Communication & Personal Effectiveness
- Communicates clearly and professionally through written and verbal communication.
- Able to simplify information for a range of audiences.
- Remains organised, adaptable and effective when working under pressure.

Qualifications

- Relevant tertiary qualification in environmental studies, business administration or a related discipline is desirable.
- Current full New Zealand Driver Licence is required.

Technical Knowledge & Skills

- Experience supporting a committee, governance board or similar decision-making body.
- Strong understanding of, and relationships within, Ngāti Tūwharetoa whānau, hapū and iwi.
- Understanding of Ngāti Tūwharetoa tikanga, mātauranga Māori and their relevance to Natural Resources activities.
- Experience supporting projects, work programmes, milestone tracking and reporting.
- Ability to interpret and communicate complex information clearly to a range of audiences.
- Confident communicating and presenting information internally and externally; knowledge of te reo Māori is desirable.
- Understanding of the Resource Management Act and other relevant environmental legislation is desirable.
- Strong proficiency in Microsoft 365 applications, including Word, Excel, Outlook and PowerPoint.
- Adaptable, flexible, solution-focused and comfortable working across changing priorities.

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.