

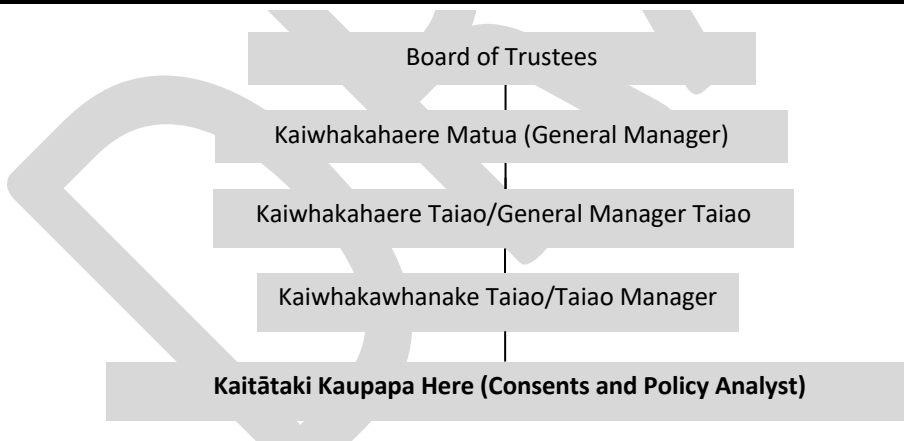
Maungaharuru-Tangitū Trust

Position Description



POSITION TITLE	Kaitātari Kaupapa Here (Consents and Policy Analyst)
LOCATION	Ahuriri
DATE	February 2023
REPORTS TO	Kaiwhakawhanake Taiao (Environmental Manager / EM);
HOURS	Full time; Permanent
PURPOSE OF POSITION	<p>The key purpose of this position is to assess external resource consent applications in the takiwā (traditional area) and provide advice to guide the participation of Maungaharuru Tangitū Trust (MTT) in consent authority processes under the Resource Management Act (RMA) 1991 or any successive legislation governing land use and the management of natural resources. The position will contribute to environmental policy and planning processes for MTT, supporting and assisting with the monitoring, compliance, development and implementation of aspects of the Maungaharuru Tangitū Hapū Deed of Settlement and the achievement of specific outcomes in the Strategic and Annual Plans of MTT.</p> <p>Additional responsibilities include coordinating and contributing to submission responses to environmental policy, plans and issues from local, regional and central authorities.</p>
OVERVIEW OF ORGANISATION	<p>Maungaharuru-Tangitū Trust represents hapū of the northern Hawke's Bay region including Ngāti Marangatūhetaua (also known as Ngāti Tū), Ngāti Kurumōkihi, Ngāi Te Ruruku ki Tangoio, Ngāi Tauira, Ngāti Whakaari and Ngāi Tahu (Hapū).</p> <p>The Trust's purpose is to receive, hold, manage and administer the assets of the Trust for any object or purpose that is beneficial to the Members of the Hapū.</p> <p>Our vision is Puāwaitanga o te Puawānanga; a statement which represents a future where the Hapū are living their dreams.</p> <p>Our core purpose is Kia Tipu te Mauri Ora; we exist to facilitate the growth of inner strength. We are proud of living our values; Pūmau te Wairua (Spiritually Strong), Whai Hua (Progressive), Tuakiri Motuhake (Strong Identity), Oranga Ngākau (Wellbeing), Whanaungatanga (Family) and Te Piri Ngātahi (Unity).</p>

REPORTING STRUCTURE



DIRECT REPORTS

Nil

RELATIONSHIPS

Internal

- General Manager (GM)
- General Manager Taiao
- Manager Taiao
- MTT staff
- Kaumātua
- Hapū
- MTT Trustees
- Marae Development Committee

External

- Central and local government organisations (e.g. Te Papa Atawhai (DOC), Hawke's Bay Regional Council (HBRC), Hastings DC, Napier CC)
- Specialist Groups
- Landowners
- Other iwi and claimants
- Community Groups
- Funding Bodies
- Consent Advisors, developers, planners and engineers

AUTHORITIES

Nil

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>Resource Consents</p> <ul style="list-style-type: none"> Monitoring and identifying relevant resource consent applications Leading the analysis and response to resource consent applications Provision of timely analysis to the Taiao Manager Responding to resource consent applications in a timely manner Formulating submissions and the preparation of hearing evidence if required Liaising and negotiating with professional advisors, government officials, stakeholders and consultants 	<ul style="list-style-type: none"> Resource consent applications relevant to MTT are identified Resource consent applications are reviewed and responded to in accordance with MTT values Internal reporting of analyses and against goals is timely, clear and relevant and reporting timeframes met MTT complies with statutory timeframes MTT is seen to be responsive and constructive with regard to consent applications All submissions are of high quality and completed within timeframes Partnerships and relationships with those listed in the table above are being maintained, nurtured and utilised leading to successful outcomes
<p>Environmental Policy and Plans</p> <ul style="list-style-type: none"> Coordinate and contribute to submission responses to environmental policy, plans and issues from local, regional and central authorities Timeliness in provision of analysis to the Manager Taiao and responses to consultation requests Formulating of submissions and the preparation of hearing evidence if required Effective monitoring and responding to national, regional and local policy and plan development and trends Liaising and negotiating with professional advisors, government officials, stakeholders, developers and consultants 	<ul style="list-style-type: none"> Submission responses accord with MTT values Internal reporting of analyses and against goals is timely, clear and relevant Internal reporting timeframes are met All submissions are of high quality and completed within timeframes Partnerships and relationships with those listed in the Table above are being maintained, nurtured and utilised leading to successful outcomes
<p>Relationship Management</p> <ul style="list-style-type: none"> Support MTT to implement aspects of the Stakeholder Management Plan Develop and maintain a wide range of professional networks Contribute to the future of environmental management through strategic and policy industry forums and working parties 	<ul style="list-style-type: none"> Key relationships with stakeholders are maintained and developed to enhance environmental outcomes for MTT MTT is aware of future changes to district policy, regional and national policy plans and statements including national environmental standards New relationships are established that are beneficial to MTT The professionals of MTT is upheld and acknowledged by third parties through the actions and efforts of this role Partnerships and relationships with those listed in the Table above are being maintained, nurtured and utilised leading to successful outcomes
<p>Other Projects</p> <ul style="list-style-type: none"> Contribute to other key work programmes and projects as required Undertake special projects for MTT as and when required Administrative support as necessary 	<ul style="list-style-type: none"> Appropriate support is provide to agreed programmes and projects All projects delivered accurately, on time and within budget

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>Health and Safety (H&S) / Wellness</p> <ul style="list-style-type: none"> • Contribute to a strong safety culture within the MTT Taiao and MTT team. • Take all practical steps to ensure your own safety and the safety of others. • Comply with and support all H & S policies, guidelines and initiatives. • Comply with all legislative and regulatory requirements and report any breaches as soon as they become known. • Work with a Wellness mind-set, where we are always conscious of the entire person health. • Appreciate and work with a clear understanding of Te Whare Tapa Whā. Te taha whānau (family health), Te taha wairua (spiritual health), Te taha tinana (physical health) and Te taha hinengaro (mental health). 	<ul style="list-style-type: none"> • A team culture, supported by processes and practice, that views H&S as a critical element of business as usual. • All workplace accidents and incidents are reported, hazards are identified, and mitigants/remedies are undertaken. • Active participation in H&S discussions and necessary training. • H&S awareness through the implementation of safe practices. • Team wellbeing issues are addressed. • Demonstrate consistent consideration of embracing all elements of Te Whare Tapa Whā.

PERSON SPECIFICATION

TECHNICAL

- Well developed knowledge of resource management and local government legislation as and when amended from time to time, local and central government policies relation to land use, the management of natural resources and environmental management
- Strong ability to read, analyse and summarise large complex documents
- Ability to translate Māori knowledge and information in the resource management planning framework and vice versa
- Relevant experience in drafting submissions to local and central government
- Well developed analytical and research skills
- Has a developing knowledge of the Maungaharuru Tangitū Hapū Deed of Settlement and its implementation
- Knowledge and application of other statutes relating to the environment

Desired (but not essential):

- Knowledge of and experience working with resource management matters on behalf of marae and/or other entities or local authorities
- Experience with data input and analysis

CULTURAL

- Networks within Maungaharuru Tangitū and Tangoio Marae and knowledge of tikanga, kawa, marae and institutions
- Experience incorporating Māori frameworks and methodologies into work practices
- Can demonstrate cultural behavioural competencies and the ability to encourage others to do the same
- Has an interest in Maungaharuru Tangitū and kaitiakitanga

RELATIONSHIP MANAGEMENT

- Ability to interact effectively at all levels of Māoridom and with key stakeholders
- Politically astute in managing sensitive information and relationships
- Ability to influence others and 'take them with you'
- Experience in managing contractors

COMMUNICATION

- Excellent written and oral communication skills with an ability to relate to a wide range of people
- Excellent facilitation skills with an ability to construct and present clear messages to diverse audiences

OTHER ATTRIBUTES

- Passion for our takiwā, taiao and Hapū development.
- Ability to model the values and behaviours of Maungaharuru-Tangitū Trust.
- High level of initiative, accountability and self responsibility.
- Has an appreciation of the Maungaharuru-Tangitū takiwā, marae and Hapū.
- Team player, and also comfortable working alone.
- Reliable, self-motivated and self-directed, comfortable working with incomplete information and in a dynamic environment.
- Flexible and willing to commit to the delivery of results.
- Has a sense of humour.
- Able to work well under pressure.
- A sound degree of emotional intelligence.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in natural resource management, urban and resource planning or 5 years' relevant work experience
- Relevant practical experience working with the Resource Management Act 1991
- Competent computer user and sufficient understanding of and skill in office systems and GIS mapping
- Competent level of Te Reo Māori and Tikanga is ideal though not essential
- A clean full driver's licence.

JOB REQUIREMENTS

- Commitment to being in Napier office as required.
- Reasonable flexibility around working hours and location where necessary.
- Willingness and aptitude to contribute to the team development and ongoing implementation of strategic goals.
- Ability to travel as may be required by the role

JOB DESCRIPTION CREATED / AMENDED

Date: January 2023

SIGNATURES

On behalf of Maungaharuru-Tangitū Trust: _____ Date: _____
Signature

Employee: _____ Date: _____
Signature