

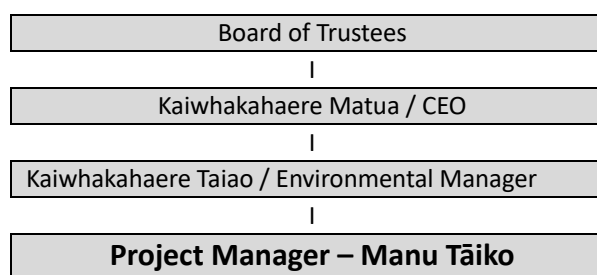
# Maungaharuru-Tangitū Trust

## Position Description



<b>POSITION TITLE</b>	<b>Project Manager – Manu Tāiko</b>
<b>LOCATION</b>	Napier
<b>DATE</b>	September 2023
<b>REPORTS TO</b>	Kaiwhakahaere Taiao / Environmental Manager Taiao
<b>HOURS</b>	40 hours per week; Fixed Term – 12 months
<b>PURPOSE OF POSITION</b>	The key purpose of this position is to support the successful delivery of the Manu Tāiko initiative at the Maungaharuru-Tangitū Trust (MTT or Trust) through the provision of project management, coordination and administration duties for the Manu Tāiko project.
<b>OVERVIEW OF ORGANISATION</b>	<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 Tauria, 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

- Tātāriki Manu Tāiko (Team Leader)

## RELATIONSHIPS

### Internal

- Tātāriki Manu Tāiko (Team Leader)
- Manu Tāiko (MTT Rangers)
- Kaiwhakahaere Taiao (Environmental Manager)
- Other MTT staff
- CE
- Board Trustees
- Kaumātua
- Rangatahi
- Hapū
- Marae Trustees
- Marae Development Committee

### External

- Government and local government bodies (e.g. Te Papa Atawhai (DOC), Hawke's Bay Regional Council (HBRC))
- Specialist advisors
- Landowners
- Commercial companies (e.g. forestry companies)
- Other hapū and iwi
- Community groups
- Funding bodies
- Vendors

## AUTHORITIES

Nil

## KEY ACCOUNTABILITY

### Project Management

- Manage the Kia eke Te Ngarue, kia eke Arapawanui project, and any other projects carried out under the Jobs for Nature Funding Agreement between us and Te Papa Atawhai (Department of Conservation, DOC).
- Develop (in consultation with stakeholders and advisors) robust project schedules including identifying sequence of tasks, dependencies between tasks and effort to complete.
- Develop and manage the project plan, reviewing it regularly to ensure tasks and milestones are being achieved in a timely manner.
- Prepare and manage the Manu Tāiko training.
- Organise the wānanga programme.
- Ensure that the project complies with all applicable laws, regulations, rules and professional codes of conduct or practice, including the Heritage NZ Pouhere Taonga Act 2014.
- Ensure that written authorisation of landowners is obtained before any Manu Tāiko enter or work on land not owned by MTT.
- Monitor, analyse and report on project budget and forecast to the EM/CE as required.
- Report on the project, fulfilling the requirements of DOC, in a timely manner.

## PERFORMANCE GOALS

- All project planning frameworks and timeframes are met.
- Operational plans are developed and approved.
- All key milestones, including reporting for assigned projects are met and monitored.
- All projects are managed on time and within budget.
- Manu Tāiko are suitably trained.
- Wānanga programme is successful and attended by Manu Tāiko and wider whānau.
- Projects are of a high-quality standard.
- All assigned projects run as smoothly as possible, with a 'no surprises' policy and any issues are escalated to the EM/GM as necessary.
- Any variations to project plans are communicated and documented.
- Once the project is completed it is reviewed and assessed.
- The mauri of Te Ngarue and Arapawanui is enhanced, Project restoration goals are achieved.



KEY ACCOUNTABILITY	PERFORMANCE GOALS
<ul style="list-style-type: none"> <li>Respond to any DOC requests for information or documentation in relation to H&amp;S and any other info about the project within timeframe set out in the request.</li> <li>Complete the Wellbeing survey on joining and leaving the Project. Organise other Manu Tāiko employed via project to do the same.</li> <li>Report monthly as required to the EM.</li> <li>Arrange and attend quarterly work-planning hui with stakeholders including DOC and HBRC. Prepare minutes.</li> <li>Arrange and attend regular Technical Advisory Group hui to seek technical conservation advice. Prepare minutes.</li> <li>Organise logistics for project meetings.</li> <li>Identify and mitigate issues/risks within projects, maintaining an issue/risk register and escalating to senior management where necessary.</li> <li>Develop and maintain an appropriate disaster recovery plan (as per Funding Agreement)</li> <li>Undertake a proactive role to support projects that are consistent with the overarching purpose of the Trust.</li> <li>Undertake other tasks as directed by the EM/CE from time to time as agreed.</li> </ul>	
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Liaise and negotiate with advisors, government and council staff, landowners, vendors, collaborators and other stakeholders.</li> <li>Ensure communications with all key project participants are appropriate, recorded and safely filed.</li> <li>Build and maintain effective relationships with a wide range of people in addition to your own team, including hapū members, project sponsors, senior managers, landowners, stakeholders, collaborators, other project team members, external agencies and vendors.</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder Management Plan is developed</li> <li>Key relationships with stakeholders are maintained and developed to enhance environmental outcomes for MTT.</li> <li>Relationships are built on trust, honesty and integrity, but formalised via robust documentation where necessary (such as agreements for planting and future maintenance, goat control).</li> <li>Awareness of opportunities and challenges.</li> <li>Partnerships and relationships with those listed in the table above are being maintained, nurtured and utilised leading to successful outcomes.</li> </ul>
<p><b>Project Financials</b></p> <ul style="list-style-type: none"> <li>Source funding for project initiatives (e.g. plants, traps).</li> <li>Write funding applications and submit funding applications in conjunction with EM/CE.</li> <li>Utilise Project Budgets and tracking tools to manage project finances.</li> </ul>	<ul style="list-style-type: none"> <li>All applicable funding avenues are identified and scheduled so that all opportunities are maximised.</li> <li>Applications are submitted on-time and to an agreed standard.</li> <li>Financial reports are accurate and submitted as required.</li> <li>Project Budgets are correct and provided as needed.</li> <li>Reports to funders are completed on-time and to an agreed standard.</li> </ul>
<p><b>Communications, Hui and Events</b></p> <ul style="list-style-type: none"> <li>Coordinate Communication Plan that aligns with both MTT and the specific Project,</li> </ul>	<p>Communication Plan is produced to a high standard and milestones are completed within timelines.</p>



KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p>which will include various mediums/avenues of communications (social media, ePānui, hardcopy materials, Hui ā-Hapū, and wānanga video etc).</p> <ul style="list-style-type: none"> <li>• Develop whānau-friendly communications that portray the essence/intent of the specific project.</li> <li>• Coordinate hui with project groups, subcommittees &amp;/or EM/CE as required.</li> <li>• Organise hui and events (such as planting days, haerenga), including but not limited to: pānui, calendar invites, agenda distribution, venue/catering/IT setup, documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Whānau understand and appreciate the project, feel they are consulted and involved when appropriate, and are updated regularly.</li> <li>• Key project stakeholders are kept up to date.</li> <li>• Whānau enjoy participating in well-run events such as planting days, haerenga.</li> </ul>
<p><b>Maungaharuru-Tangitū Trust Team Role</b></p> <ul style="list-style-type: none"> <li>• Actively and positively participate as a member of the team.</li> <li>• Proactively look for opportunities to improve the operations of MTT.</li> <li>• Perform any other duties as needed by MTT.</li> <li>• Adhere to all MTT procedures, policies, guidelines, and standards of integrity and conduct.</li> <li>• Demonstrate a commitment to and respect for Te Tiriti o Waitangi and incorporate the principles into your work.</li> </ul>	<ul style="list-style-type: none"> <li>• Build and maintain a supportive, trusting team culture that supports learning, collaboration and high performance.</li> <li>• Maintain effective team communication and management processes to ensure efficiency of delivery and team coherence, including information sharing and document management processes.</li> <li>• Financial and HR delegated authority limits are worked within.</li> <li>• MTT procedures, policies, guidelines, and standards of integrity and conduct are complied with.</li> </ul>
<p><b>Health and Safety (H&amp;S) / Wellness</b></p> <ul style="list-style-type: none"> <li>• Contribute to a strong safety culture within the Manu Tāiko and MTT team.</li> <li>• Take all practical steps to ensure your own safety and the safety of others.</li> <li>• Understand the importance of Hazard management and avoidance, work with a proactive mind-set.</li> <li>• Comply with and support all MTT H&amp;S policies, guidelines and initiatives, including the Drug and Alcohol Policy.</li> <li>• Ensure the Project complies with the DOC Health and Safety Charter in the Funding Agreement and is included in every contract or grant to any third parties who may carry out the Project.</li> <li>• Ensure all hazards are identified, incidents (injuries and near misses) are reported as per policies.</li> <li>• Comply with all legislative and regulatory requirements, applicable regulations, codes of practice and industry best practice guidelines.</li> <li>• Adhere to the reporting and evaluation requirements in the Funding Agreement.</li> <li>• Report any breaches as soon as they become known.</li> <li>• Work with a Wellness mind-set, where we are always conscious of the entire person health.</li> </ul>	<ul style="list-style-type: none"> <li>• A team culture, supported by processes and practice, that views H&amp;S as a critical element of business as usual.</li> <li>• All workplace accidents and incidents are reported, hazards are identified, and mitigants/remedies are undertaken.</li> <li>• Active participation in H&amp;S discussions and necessary training.</li> <li>• H&amp;S awareness through the implementation of safe practices.</li> <li>• Team wellbeing issues are addressed.</li> <li>• Demonstrate consistent consideration of embracing all elements of Te Whare Tapa Whā.</li> </ul>



KEY ACCOUNTABILITY	PERFORMANCE GOALS
<ul style="list-style-type: none"> <li>• Address Manu Tāiko team wellbeing issues raised by the Team Leader.</li> <li>• 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).</li> </ul>	

#### PERSON SPECIFICATION

##### **TECHNICAL Required:**

- Well-developed project management skills with a practical approach and experience in maintaining project plans.
- Experience in producing effective presentations, status reports and other project outputs.
- Well-developed writing skills to produce quality reports.

##### **Desired (but not necessary):**

- Has knowledge and understanding of the political landscape, legislation and policy that is relevant to the MTT Group's projects.
- Has knowledge of research and funding environments.
- Experience using Project Management tools (Gantt Charts, Risk Matrix, Project Budgets etc).
- Conservation knowledge and fieldwork experience.
- Ability to read and analyse technical advice, information and maps.
- Is able to translate mātauranga Māori into mainstream frameworks and vice versa.

##### **CULTURAL Required:**

- Is able to demonstrate cultural behavioural competencies and encourages others to do the same.

##### **Desired (but not necessary):**

- Strong networks within Maungaharuru-Tangitū and knowledge of tikanga, kawa, marae and institutions.
- Ability to kōrero te reo Māori, understand and apply tikanga to work and experience incorporating Maori frameworks and methodologies into work practices.
- Has a strong interest in Maungaharuru-Tangitū and Māori development and an ability to develop solutions to meet those needs.
- Has a track record of successfully coordinating projects and initiatives in an iwi, or Māori context.

#### RELATIONSHIP MANAGEMENT AND COMMUNICATION

##### **Required:**

- Is able to interact effectively at all levels within Kaupapa Māori, as well as comfortably within mainstream networks and with key advisors and stakeholders.
- Has excellent written and oral communication skills, with an ability to relate to a wide range of people.

##### **Desired (but not necessary):**

- Has an ability to influence others, but the ability to 'take them with you'.
- Has a proven ability to create and maintain relationships beneficial to achieving outcomes.



### OTHER ATTRIBUTES

- Passion for our takiwā, taiao and Hapū development.
- An ability to model the values and behaviours of Maungaharuru-Tangitū Trust.
- Has a high level of initiative, accountability and self responsibility.
- Has an appreciation of the Maungaharuru-Tangitū takiwā, marae and Hapū.
- Is a team player, and comfortable working alone.
- Is reliable, self-motivated and self-directed, comfortable working with incomplete information and in a dynamic environment.
- Is flexible and willing to commit to the delivery of results.
- Has a sense of humour.
- Can work well under pressure.
- A sound degree of emotional intelligence.
- Is from MTT hapū (includes MTT registered members, partners, parents, whāngai of members.)

### QUALIFICATIONS AND EXPERIENCE

- Relevant project management qualifications or experience.
- Competent computer user and sufficient level of understanding and skill in office systems.
- A clean full driver's license.

### JOB REQUIREMENTS

- Commitment to being in Napier office as required.
- Reasonable flexibility around working hours and location.
- Willingness and aptitude to contribute to the team development and ongoing implementation of strategic goals.
- Ability to travel as required for the job.

### JOB DESCRIPTION CREATED / AMENDED

Date: November 2022

### SIGNATURES

**On behalf of Maungaharuru-Tangitū Trust:** \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

**Employee:** \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

