

Environment Project Administrator

Position Title:	Kaiwhakahaere Hinonga Taiao
Responsible To:	Pouhono Taiao
Location:	Tapuika Offices, Te Puke
Hours of Work:	25 hours per week
Term:	Part time, fixed term 18 months
Position Purpose:	To support the successful establishment and ongoing operation of taiao projects. Specifically, this position is to carry out administration and coordination tasks for our taiao projects.
Key Relationships:	Internal: Pouhono Taiao, Kaitātari Taiao, Pou Arahi. External: Funders, iwi/hapū/whānau, suppliers.

Core Values

The following is a summary of our iwi core values which captures the essence (please refer to the full version).

Whakapapa	The intelligence held within whakapapa guides our mahi.
Wairuatanga	We connect to wairua to maximise our potential.
Takapūtanga	We promote, connect our people to and uphold the mana of the Tapuika tribal lands – Te Takapū o Tapuika.
Manaakitanga	We practice positive human behaviour – focusing on the issue not the person. We protect the mana of others, look after our manuhiri and nurture our relationships.
Tohungatanga	We have whakapapa and connection to atua who guide our expertise.
Kotahitanga	We work as a team and take the iwi with us.
Te Reo	Te Reo Māori contains wisdom and identity and is in a vulnerable state. We have a responsibility to care for Te Reo Māori by promoting the use and mastery.

Key Task Areas

Expected Results	Means
<ul style="list-style-type: none"> Tapuika delivers effective and efficient conservation outcomes within Te Takapū o Tapuika through <u>high quality project delivery</u> 	<ul style="list-style-type: none"> Coordinating day to day work of the assigned taiao project team/s Ensuring assigned project milestones are monitored to ensure achievement in timely and effective manner Ensure assigned taiao projects are organised, resource procurement is achieved efficiently and effectively, taiao project methodology and processes are aligned, and there is a high level of discipline in the team Support project manager and complete related/assigned tasks Provide project administration support as required Ensure that all identified project risks and/or issues are communicated, and relevant action taken

	<ul style="list-style-type: none"> • Contribute to optimisation of project processes and tools • Continuously identifying opportunities for streamlining and improving project systems and processes • Establish and maintain documented systems and processes • Establish, maintain, control and update project documentation • Support meetings – minutes, catering, circulation of relevant documentation, liaising and coordinating attendees
Expected Results	Means
<ul style="list-style-type: none"> • Tapuika delivers effective and efficient conservation outcomes within Te Takapū o Tapuika through <u>effective relationships with Tapuika iwi members, other iwi, funders, suppliers, team members and project stakeholders</u> 	<ul style="list-style-type: none"> • Contribute to the establish and maintain appropriate relationships with Tapuika iwi members, other iwi, funders, suppliers, team members, and project stakeholders • Support the provision of ongoing and regular communication (verbal and written) with key stakeholders which will include social media strategy planning and implementation Foster and participate in related conservation and environmental groups and projects as assigned • Contribute to the implementation and maintenance of relevant MOUs • Ensure assigned stakeholder enquiries are responded to in a timely manner • Identify and advise on any relevant strategic relationships
Expected Results	Means
<ul style="list-style-type: none"> • Tapuika whānau, hapū and iwi have opportunities to be informed about Tapuika taiao projects and have <u>opportunities to participate</u> in taiao projects to <u>increase connection to the Takapū o Tapuika</u> 	<ul style="list-style-type: none"> • Support the effective recruitment of volunteers in taiao projects • Support the distribution of effective communications to the iwi about taiao projects and upcoming mahi • Support the identification and implementation of training opportunities for whānau in partnership with key agencies such as DOC and MSD
Expected Results	Means
<ul style="list-style-type: none"> • Tapuika team members, whānau, hapū and iwi go home from work <u>healthy and safe</u> each day. • 	<ul style="list-style-type: none"> • Support induction of team members and volunteers including health and safety requirements Identify risks and hazards in and around the workplace, particularly as they relate to taiao projects

Position Description

Kaiwhakahaere Hinonga Taiao

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| | <ul style="list-style-type: none"> • Understand and implement job/task analysis for taiao projects as assigned |
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Additional Duties

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| <ul style="list-style-type: none"> • Carry out any other duties that can be reasonably be requested from time to time within the framework of this position, and the skills, training and experience of the incumbent. • Provide timely and accurate internal reporting as requested. |
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Personal Specifications

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| <ul style="list-style-type: none"> • In depth knowledge and at least 3+ years' experience in project administration and/or coordination • Knowledge of te reo, tikanga, and kawa • Interest in the taiao – particularly connecting, enhancing and protecting • Knowledge, experience and/or qualification in project administration and/or management • High level of understanding in project scoping, implementation and reviewing • Ability to establish, foster and maintain relationships within iwi taiao networks • Have an ongoing commitment to ongoing personal and professional development • Proven trust and credibility with peers • Exceptionally organised and excellent planning skills • Excellent written and oral communication skills • Strong administration practices such as record management, • Understands project planning, project monitoring, risk management and health and safety management • Must have legal right to live and work in New Zealand • Flexibility to adapt within a small team that covers a wide range of work • Ability to do field work as required • Strong computer skills including use of social media • A current Full Driver's Licence |
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Qualification (preferred)

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| <ul style="list-style-type: none"> • A professional qualification and/or certification in project management • A tertiary degree in a relevant subject |
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Key Documents

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| <ul style="list-style-type: none"> • Tapuika Environmental Management Plan – most current version • Tapuika Strategic and Annual Plans • Tapuika Environmental Unit Planning Documents – to be developed and finalised |
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