

**Pouhono Taiao**

***Environmental Projects & Relationships Manager***

- Position Title:** Pouhono Taiao (Environmental Projects & Relationships Manager)
- Responsible to:** Pou Ārahi
- Location:** Tapuika Offices, Te Puke
- Term:** Permanent, full time
- Position Purpose:** The Pouhono Taiao position will focus on maintaining partnership relationships, community liaison and implementing projects associated within the Tapuika Strategic Plan, The Tapuika Environmental Plan and general Tapuika aspirations associated with the natural resources within its rohe (tribal domain). This will be achieved through:
- Fostering new and existing relationships;
  - Effectively leading the Taiao Projects team
  - Planning, implementing and managing projects associated with the project and any Relationship Agreements or MOUS
  - Identifying and facilitating opportunities for uri involvement in environmental projects and kaupapa.

**KEY TASK AREAS**

<b>Relationship Management and Liaison</b>	
<b>Expected Results</b>	<b>Means</b>
<p>Tapuika Iwi Authority has strong &amp; robust relationships with strategic partners such as DOC, TLAS and others based on mutual respect &amp; trust.</p>	<ul style="list-style-type: none"> <li>➤ Provide ongoing and regular communication (verbal and written) with key stakeholders including public and private groups and organisations.</li> <li>➤ Foster current and potential conservation and environmental focused partnerships.</li> <li>➤ Monitor relationship agreements and MOUs to ensure open and transparent reporting on objectives and outcomes.</li> <li>➤ Ensure key stakeholder enquiries are responded to in a timely manner.</li> <li>➤ Provide advice to the Trust on existing and potential strategic relationships.</li> </ul>
<b>Project Management</b>	
<b>Expected Results</b>	<b>Means</b>
<ul style="list-style-type: none"> <li>• Projects delivered effectively and on time &amp; budget</li> <li>• Outcomes outlined in plan achieved</li> <li>• Additional resources levered as required</li> <li>• Open, transparent &amp; timely reporting on milestones, objectives and outcomes to the programme delivery manager, Trust and any other key stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Carefully plan, implement and manage projects in partnership with the Department of Conservation and other key stakeholders</li> <li>➤ Monitor the achievement of outcomes &amp; milestones using agreed measures / KPIS</li> <li>➤ Seek additional partnerships &amp; resources as required</li> </ul>

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**KEY TASK AREAS (CONTD)**

<b>Community &amp; Iwi Liaison</b>	
<b><i>Expected Results</i></b>	<b><i>Means</i></b>
<ul style="list-style-type: none"> <li>• Opportunities within these environmental projects to utilise and involve iwi member &amp; the wider community maximised</li> <li>• All Volunteers &amp; contractors inducted and supported through training &amp; development opportunities wherever possible</li> </ul>	<ul style="list-style-type: none"> <li>➤ Proactively recruit volunteers to complete the conservation activities as requires.</li> <li>➤ Ensure communications are maximized, internally and externally, regarding environmental projects and upcoming mahi</li> <li>➤ Link with key agencies such as DOC &amp; MSD to develop training opportunities</li> </ul>
<b>4 Health and Safety</b>	
<b><i>Expected Results</i></b>	<b><i>Means</i></b>
<ul style="list-style-type: none"> <li>• Utilise best practice Health and Safety Management within the workplace and incorporate in all event and project management;</li> <li>• 100% Compliance with all Trust Policy &amp; programme guidelines regarding health and safety, including all statutory obligations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Identification and management of all hazards.</li> <li>➤ Ensure use of appropriate tools, equipment and Personal Protective Equipment (PPE) to do the job(s).</li> <li>➤ Ensure team members and project participants are competent and in a fit state to do the work they are asked to do. By completing induction and assessment of knowledge</li> <li>➤ JA (Job/task analysis) to be completed for each project undertaken</li> </ul>
➤ <b>Team Leadership</b>	
<b><i>Expected Results</i></b>	<b><i>Means</i></b>
<ul style="list-style-type: none"> <li>• Effectively lead the team using Tapuika values based leadership</li> <li>• Healthy &amp; supportive team work culture developed &amp; maintained</li> <li>• Focussed and effective team project delivery</li> </ul>	<ul style="list-style-type: none"> <li>➤ Tapuika Plan &amp; values used as guiding principles.</li> <li>➤ Lead by example</li> <li>➤ All team members have role clarity and clear expectations.</li> <li>➤ best practice leadership principles utilised</li> <li>➤ professional development opportunities identified &amp; utilised</li> </ul>

<b>Additional Duties</b>
<ul style="list-style-type: none"> <li>• Provide timely and accurate reporting to internal/external customers within the required timeframes and/or as requested.</li> <li>• Carry out any other duties that can reasonably be requested from time to time within the framework of this position, and the skills, training and experience of the incumbent.</li> </ul>



## Position Description

### Pouhono Taiao

#### *Environmental Projects & Relationships Manager*

##### **.Key Documents**

- Tapuika Environmental Management Plan 2014 – 2024
- Contracts & Funding Agreements
- Internal policies & procedures
- 2022 -2026 Tapuika Strategic plan & Annual Plans

### Pouhono Taiao

#### *Environmental Projects & Relationships Manager*

#### POSITION SPECIFICATION

##### Knowledge/ Experience

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**Essential:**

- Ability to foster and manage relationships, with a wide range of groups and individuals
- Excellent facilitation, written and oral communication skills
- Team leadership skills & experience
- Demonstrated project management experience
- Knowledge of tikanga and kawa
- Understanding of native and introduced species, ecological processes and the taiao
- Ability and competence to do field work as required
- Strong computer skills (Microsoft Office)
- A current, full Driver's license

**Desirable:**

- Recognised and relevant graduate or post graduate qualification in ecology or related fields
- Te Reo Maori

##### Key Skills/ Competencies

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The following levels would typically be expected for the incumbent to be 100% fully effective:

**Expert:**

- Facilitation, written and oral communication skills
- Ability to plan and implement environment-related projects
- Ability to build and maintain effective communications and relationships
- Knowledge of native and introduced species, ecological processes and the taiao

**Advanced:**

- Computer literacy in Microsoft Office
- Attention to detail, quality and accuracy
- Tikanga and kawa
- Physical fitness to enable completion of fieldwork, including some lifting and exposure to heat and cold

**Working knowledge:**

- Health and safety management systems
- Te Reo Maori

##### Key Behaviours Expected

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- Demonstrated passion for the environment
- Adherence to tikanga and kawa
- Ability to multi-task
- Lead by example
- Utilises vision and imagination with practical implementation
- Positive attitude and a team approach
- Commitment/ personal accountability to the values and vision of Tapuika Iwi Authority



## Position Description

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#### *Environmental Projects & Relationships Manager*

#### Key Working Relationships

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**Internal:**

- Tapuika Pou Ārahi
- Other Tapuika staff/contractors
- TIA BOT/sub committees
- Kaihera Koeke
- Tapuika Marae/ Hapu/ Iwi

**External:**

- Department of Conservation
- Te Maru O Kaituna River Authority
- BOP Regional Council
- Western BOP Council
- Rotorua District Council
- Tauranga City Council
- Manaaki Kaimā Mamaku Trust
- Members of KEEP
- Other conservation & Environmental groups
- Other iwi

#### Work Situation

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- The incumbent will be based at the Tapuika Trust office in Te Puke. Fieldwork and conservation projects will be situated throughout the Tapuika rohe.
- Attendance at hui away from the office on a regular basis is essential.
- Ordinary hours of work are generally Monday to Friday, 9 am to 5.00 pm however availability outside of these hours will be required from time to time to fulfil the requirements of the position, including attendance at hui, Flexible arrangements on hours can be negotiated to accommodate this
- A minimal amount of overnight travel is expected to fulfil the requirements of the position

#### Acknowledgement

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I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description.

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

Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_