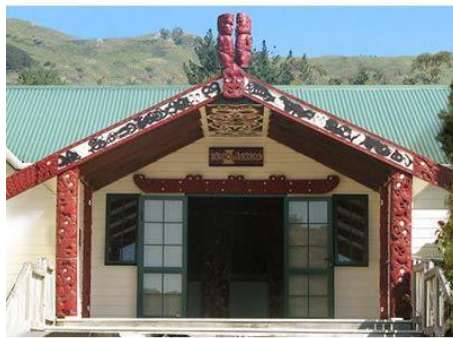




NGĀTI TAMA
KI TE WAIPOUNAMU
TRUST

Job Description

RESOURCE MANAGER



TE AHIKĀ ROA O TAMA

Ngāti Tama traces their roots to the Tokomaru waka from Hawaiki, and takes their name from Tamaariki, one of the five co-captains aboard this vessel.

Over time, our ancestors have journeyed and settled in Nelson and Golden Bay under Te Pūoho ki Te Rangī and other Ngāti Tama Chiefs and Rangatira. They established permanent communities in Te Tau Ihu from Whangamoa in the east to Kahurangi in the West, and kept the home fires burning, maintained our mana and occupancy of our rohe and the intimate connections belonging to Te whenua o Te Tau Ihu o Te Waipounamu.

Ngāti Tama Ki Te Waipounamu Trust (NTKTWT) was established in April 2013 as a post settlement governance entity to receive, hold, manage and administer the Trust Fund for the benefit of the members and whanau of Ngāti Tama Ki Te Waipounamu Trust.

The Trust Office is currently based in Nelson, central to the takiwa and extends from Whangamoa to Kahurangi.

VISION

Ka tu te Tangata o Ngāti Tama Ki Te Tau Ihu – To uphold the wairua, tikanga and mana of the iwi for future generations.

RESOURCE MANAGER

POSITION TITLE	RESOURCE MANAGER
LOCATION	Whakatū
REPORTS TO	General Manager Ngāti Tama Ki Te Waipounamu Trust
PRIMARY FOCUS OF THIS ROLE	<ul style="list-style-type: none"> • Lead the operational management of the Ngāti Tama Ki Te Waipounamu Trust in the areas of environmental management, sustainability, protection of customary access and use rights, heritage protection, customary fisheries, and management of taonga resources. Specifically, this position protects and enhances Ngāti Tama rights and interest in the natural environment, particularly rights and interests in access, use, governance and management. • Monitor compliance of environmental related provisions of the Ngāti Tama Deed of Settlement. • Be responsible for a wide range of planning processes such as resource consents and water management initiatives. • Responsible for effective and efficient execution of environmental projects. • To maintain and uphold the mana of Ngāti Tama Ki Te Tau Ihu.
KEY ACCOUNTABILITIES	
KAITIAKITANGA	<ul style="list-style-type: none"> • To ensure environmental projects are managed and implemented in a manner that positions NTKTWT as a leader in environmental management. • To ensure the environmental projects in the Annual Plan are monitored, supported and reported upon. • To ensure resources are proactively managed, shared and acquired as necessary to enable milestones and outcomes to be achieved. • Work with Manawhenua ki Mohua and Tiakina te Taiao to monitor and manage resource consent applications, and develop and secure mitigation packages where appropriate. • Scan the environment for trends or opportunities and present these as potential new projects/initiatives as key inputs into the Annual Planning process. • Oversee or prepare submissions on subjects such as policy, DOC plans, environmental planning documents, water conservation and the like. • Implement opportunities to connect rangatahi and whanau with kaitiakitanga/conservation activities.
NGĀTI TAMA DEED OF SETTLEMENT	<ul style="list-style-type: none"> • Ensure all environment related provisions of the Deed of Settlement, and related regulations are monitored, implemented or enhanced in accordance with the aspirations of Ngāti Tama Ki Te Tau Ihu.
INTERNAL AND EXTERNAL RELATIONS	<ul style="list-style-type: none"> • To actively promote the interests and aspirations of Ngāti Tama in environmental resource management. • Develop and maintain relationships with key environmental local Council departments, stakeholder organisations and groups to facilitate and promote Tribal interests.
GENERAL	<ul style="list-style-type: none"> • Participate and work closely with all staff and trustees to help build a strong cohesive team that strengthens and unifies Tribal Interests. • Seek and prioritise funding and grants for appropriate initiatives. • Any other duties relating to this position which may be reasonably required by the employer.

HEALTH AND SAFETY	<ul style="list-style-type: none"> All employees have a responsibility to abide by all displayed rules, safety regulations, policies and procedures.
EXPERIENCE AND QUALIFICATIONS	
EXPERIENCE NGĀ PŪKENGA	<ul style="list-style-type: none"> Previous experience in an environmental management role requiring judgement, communication and relationship management skills. Demonstrated ability in complex culturally and politically sensitive environments. Strong awareness of and affinity for the needs and aspirations of Ngāti Tama Ki te Tau Ihu. Knowledge of and understanding of New Zealand environmental policy and law. Expertise in project management. Understand mahinga kai values and mātauranga Ngāti Tama ki te Tau Ihu in relation to natural resources. Experience in developing systems, processes and procedures and execution of strategy.
QUALIFICATIONS	<ul style="list-style-type: none"> Tertiary qualification in a relevant field is required. Post graduate qualifications in environmental management advantageous.
RELATIONSHIPS	
EXTERNAL	<ul style="list-style-type: none"> Regional and Local Authorities and other Government organisations such as Historic Places Trust. Environmental non-Government organisations (i.e. Fish & Game) Environmental Departments and Ministries of Government. Crown Research Institutes. Other Iwi. Funding organisations
INTERNAL	<ul style="list-style-type: none"> Managers and Staff of NTKTWT. Trustees and Directors of the Ngāti Tama entities. Ngāti Tama Representatives, and the wider Ngāti Tama uri.
COMPETENCIES	
ACHIEVING RESULTS	Maintains high standards of performance for self and others; assumes responsibility and accountability for successfully completing assignments or tasks; takes ownership of standards and excellence; dedicates required time and energy to assignments to ensure high quality work.
COLLABORATION	Develops and uses collaborative relationships to facilitate the accomplishment of work goals and seeks opportunities to proactively build effective working relationships with other people; behaves in a co-operative and supportive manner within the Iwi by actively contributing whilst remaining flexible to the needs of others.
COMMUNICATION	Open communication approach; comfortable with dealing with relationships at all levels. High levels of confidentiality.
DECISION MAKING	Identifies and understands issues, problems and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints and possible consequences.

INITIATIVE	Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive with implementing new ideas or potential solutions.
TECHNICAL SKILLS	Uses their specialist knowledge to add value to the Trust; makes effective use of the current tools and technology; uses specialist knowledge and experience to innovate/improve significantly the Trust's ability to achieve its goals.

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

GENERAL MANAGER

RESOURCE MANAGER

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the Ngāti Tama Group. It is acknowledged that in order to remain current, regular amendments will be required.

RESOURCE MANAGER