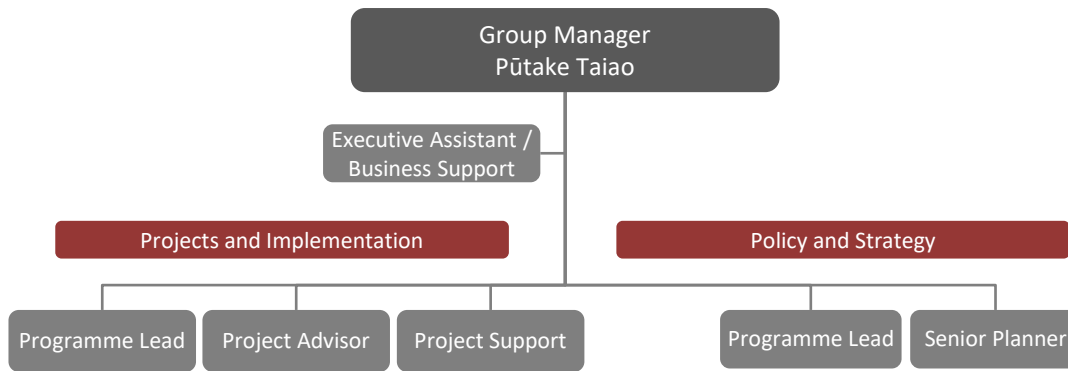


# RAUKAWA CHARITABLE TRUST

## Position Description

POSITION TITLE	Programme Lead – Projects and Implementation
LOCATION	Tokoroa
DATE	October 2019
REPORTS TO	Group Manager – Pūtake Taiao (Raukawa Environment Group)
PURPOSE OF POSITION	<p>The key foci of this position is to lead the team focused on the development and implementation of a wide variety of environmental projects for the Raukawa Co-Management Deed for the Waikato River, and to strategically shape Raukawa participation and influence across relevant environmental activities and work programmes.</p> <p>This position has a strong focus and leadership role in the planning, development and implementation of our flagship Raukawa Ngā Wāhi Tūturu cultural landscape project. Additionally, the position will plan and lead environmental projects which specifically seek to develop the capacity and capability of Raukawa hapū, and marae and improve the health of the environment with the Raukawa takiwā. Implicit in this role is the provision of key cultural and operational support for the Pūtake Taiao, and for the group's work programme.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"><li>• Providing leadership, direction, support and advice for the Projects and Implementation team.</li><li>• Lead responsibility for direction and oversight of the Ngā Wāhi Tūturu work programme</li><li>• Oversee the design, plan and implementation of environmental projects, which align with the objectives and methods of the Raukawa Environmental Management Plan, Raukawa Fisheries Plan and the co-management framework of the Waikato River</li><li>• Maintain and build robust relationships with a variety of internal and external stakeholders, across our full range of projects.</li><li>• Provide key strategic support for the Group Manager, Pūtake Taiao across the range of Group activities and work programmes</li><li>• Provide leadership within Pūtake Taiao, and contribute to developing capability within the group.</li></ul>
RCT VISION	<b>Raukawa kia mau, kia ora!</b> - A thriving Raukawa nation.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
RCT VALUES	<b>Tika</b> – working with integrity <b>Pono</b> – working toward the vision/genuine intent <b>Aroha</b> – compassion and regard for others

## REPORTING STRUCTURE



## DIRECT REPORTS

The role has oversight of one (1) Advisor, and one (1) Project Support role, as well as the management of contractors as required. See above diagram

## RELATIONSHIPS

### Internal

- General Manager
- RCT Chair
- Board Trustees
- Kaumātua Kaunihera
- Ngā Uri o Raukawa
- Executive Management Team
- Treaty Team
- Raukawa Charitable Trust staff
- Raukawa marae reps

### External

- Government and local government bodies
- Industry groups
- Other iwi and claimants
- Community groups
- Funding bodies
- Advisors and Contractors

## AUTHORITIES

<b>Financial Responsibilities; Budgets and Decision-Making Authority</b>	As per the Raukawa Charitable Trust's organisational policy.
<b>Signing Correspondence</b>	As delegated by the Group Manager.
<b>Media Communication</b>	As delegated by the Group Manager.
<b>Occupational Safety and Health</b>	Will actively model and adhere to the principles stated in the Raukawa Charitable Trust's written policy on Health and Safety.

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Lead responsibility for the planning and implementation of all projects, including defining project scope, resourcing, budgets, goals and deliverables.</li> <li>• Lead and to be responsible for the co-ordination of projects within the Pūtake Taiao work programme.</li> <li>• Undertake a proactive role to initiate projects that are consistent with the overarching purpose of the co-management framework for the Waikato River.</li> <li>• Identify, and if required, source funding for project initiatives.</li> <li>• Project reporting, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• All project planning frameworks and timeframes are met.</li> <li>• Operational plans are developed and approved.</li> <li>• All key milestones, including reporting for assigned projects are met and monitored.</li> <li>• All projects are managed on time and within budget.</li> <li>• Projects are of a high quality standard.</li> <li>• All assigned projects run as smoothly as possible, with a 'no surprises' policy and any issues are escalated to the Group Manager as necessary.</li> <li>• Any variations to project plans are communicated and documented.</li> <li>• Project review and assessment is undertaken.</li> </ul>
<p><b>Cultural Support</b></p> <p>Provide key cultural and operational support including;</p> <ul style="list-style-type: none"> <li>• Provide sound cultural support, advice, facilitation and assistance across the Pūtake Taiao work programme.</li> <li>• Support for and liaison with Kaumātua Kaunihera, marae, hapū and whānau as necessary.</li> <li>• Representation of and support for Raukawa Environment Group forums.</li> </ul>	<ul style="list-style-type: none"> <li>• Environment projects and staff are supported to be 'culturally safe'.</li> <li>• Pūtake Taiao is supported to learn about Raukawa iwi and its rohe.</li> <li>• Raukawa Charitable Trust is seen to be responsive and constructive in all matters around environmental management.</li> <li>• Successful outcomes are achieved through utilising, maintaining and nurturing partnerships and relationships.</li> </ul>
<p><b>Relationship Management and Networking</b></p> <p>Maintain and develop robust relationships with partners and stakeholders, including;</p> <ul style="list-style-type: none"> <li>• Ensure key stakeholder relationships are developed, enhanced and maintained.</li> <li>• Develop and maintain a wide range of professional networks which can deliver benefits to Pūtake Taiao and the Raukawa Charitable Trust.</li> <li>• Input and strategic participation in key fora.</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders relationships are maintained and developed to enhance environmental outcomes, particularly for the Raukawa Charitable Trust.</li> <li>• Successful relationship are recognised and celebrated.</li> <li>• Maintaining integrity of key stakeholder relationships is maintained at all times.</li> </ul>
<p><b>Team Leadership and Development</b></p> <p>Provide leadership within Pūtake Taiao, and contribute to developing capability within the group, including:</p> <ul style="list-style-type: none"> <li>• Senior contribution to Pūtake Taiao development and on-going team building.</li> <li>• Assisting the Group Manager, Pūtake Taiao with overall management of team, strategic direction, and support as required.</li> <li>• Stand in as Group Manager, Pūtake Taiao as required</li> <li>• Models and promotes the values and goals of the organisation.</li> <li>• Work closely with the Programme Lead Policy and Strategy to ensure alignment of outcomes, resources and work programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• The work programme is efficiently and effectively managed. All team members contribute individually and collectively to the success of Pūtake Taiao.</li> <li>• The Pūtake Taiao team feeling informed, empowered and supported to undertake their responsibilities with confidence.</li> <li>• Mentoring and on job training is provided to team members.</li> <li>• Our success are celebrated.</li> </ul>

KEY ACCOUNTABILITY	PERFORMANCE GOALS
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage key projects and workloads to efficiently and effectively deliver objectives for all work programmes.</li> <li>• Recognise opportunities which present, and incorporate these into work programmes as appropriate.</li> <li>• Represent of the Raukawa Charitable Trust on advisory and other committees as required.</li> <li>• Support marae, hapū and kaumātua as required.</li> <li>• Undertake special projects for the Trust as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are delivered accurately, on time and within budget.</li> <li>• Raukawa Charitable Trust meets all contractual obligations.</li> <li>• Projects are carried out and delivered in a professional manner in accordance with Raukawa values.</li> </ul>
<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Responsible for the maintenance of a safe and healthy work environment for self and others.</li> <li>• Complies with all Raukawa Charitable Trust Health and Safety policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• All work place accidents and incidents are reported, and remedies are undertaken.</li> <li>• Participation in Health and Safety training.</li> </ul>
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Team Development</li> <li>• Spoken and written communication</li> <li>• Teamwork</li> <li>• Managing own work</li> <li>• Commitment to excellence</li> <li>• Commitment to professional development</li> <li>• Membership of professional bodies</li> </ul>	<ul style="list-style-type: none"> <li>• High standards for own performance are set.</li> <li>• Attend and participate in Raukawa Charitable Trust staff hui and Pūtake Taiao team meetings in a way that contributes to the team.</li> <li>• All internal &amp; external communications are completed in a manner is consistent with the values of the Raukawa Charitable Trust.</li> <li>• Sensitive information kept confidential, avoiding gossip and unfair criticism according to the Raukawa Charitable Trust's Code of Conduct.</li> </ul>

## PERSON SPECIFICATION

### SPECIFIC SKILLS AND ABILITIES

- Proven leadership ability.
- Strong interpersonal skills and excellent communication skills
- Developed self-awareness
- Strong practical understanding of the Maori environmental sector and contemporary issues
- A high level of proficiency in te Reo Māori is preferable
- Highly developed analytical and research skills.
- High level of computer literacy.

### EXPERIENCE/KNOWLEDGE

- Senior level experience in a relevant discipline e.g. resource management, landscape architecture, primary industries or related sectors
- Senior project management experience leading projects from inception to implementation
- Ability to translate Maori knowledge and a Maori world view into mainstream planning framework and vice versa
- Knowledge of tikanga Maori or willingness to commit to developing proficiency of tikanga Maori, with support
- Sound knowledge and application of other statutes relating to the environment
- Experience in interpretation and application of legislation
- High level relationship management skills and experience
- A level of proficiency in Te Reo Maori is preferable or willingness to commit to developing proficiency with our support
- Proven ability to work successfully with hapū and marae

### PERSONAL ATTRIBUTES

- High level of political and business acumen, tact and diplomacy.
- Proven leadership skills.
- High level of initiative, accountability and self-responsibility.
- An appreciation of the Raukawa takiwā, ideally including environmental issues.
- Is a team player.
- Is self-motivated and directed.
- Flexible and willing to commit to the delivery of outcomes.
- Has a sense of humour.
- Is able to work well under pressure.
- Has a passion for the environment and other related issues.

### QUALIFICATIONS

- Relevant post-graduate tertiary qualification
- Clean driver's licence.

### JOB REQUIREMENTS

- Commitment to being in both the Tokoroa and Hamilton offices as required.
- Flexibility around working hours and location.
- Willingness and aptitude to contribute to the Pūtaka Taiao team development
- Ability to travel as required for the job.

## JOB DESCRIPTION CREATED / AMENDED

Date: September 2019

**SIGNATURES**

**On behalf of Raukawa Charitable Trust:**

\_\_\_\_\_

*(Signature)*

\_\_\_\_/\_\_\_\_/\_\_\_\_

*(Date)*

**Employee:**

\_\_\_\_\_

*(Signature)*

\_\_\_\_/\_\_\_\_/\_\_\_\_

*(Date)*