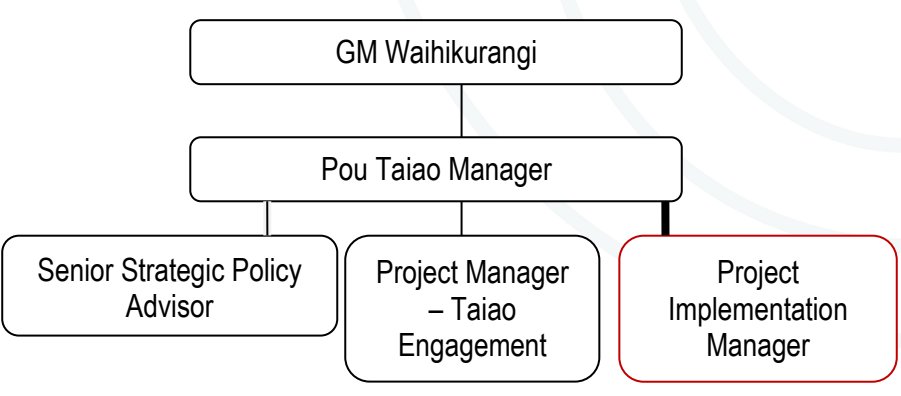


## POSITION DESCRIPTION

<b>POSITION:</b>	<b>PROJECT IMPLEMENTATION MANAGER (Taiao)</b>	
<b>LOCATION:</b>	Te Nehenehenui Offices, 49 Taupiri Street, Te Kuiti	
<b>TENURE:</b>	Permanent	
<b>TYPE OF POSITION</b>	Full time (40 Hours per week)	
<b>RESPONSIBLE TO:</b>	Pou Taiao Manager	
<b>DIRECT REPORTS:</b>	None	
<b>BUDGET RESPONSIBILITY:</b>	As per approved budget	
<b>DATE:</b>	February 2023	
<b>FUNCTIONAL RELATIONSHIPS</b>	Board Trustees Te Mana Taiao Advisory Group TNN Staff Ngā Whare o Te Nehenehenui Marae, Hapū and Iwi Other Iwi Authorities	Government agencies Ministers Local Government Iwi Leaders Multiple Key Stakeholders Community Groups Other iwi organisations Suppliers
<b>PURPOSE OF POSITION</b>	<ul style="list-style-type: none"> <li>- To have a particular focus on supporting Te Nehenehenui with implementation and management of specific projects.</li> <li>- To support the restoration and other projects that align with the Te Nehenehenui vision and strategy.</li> <li>- To support the Pou Taiao in developing high quality environmental processes and contribute to the operational delivery of work plans.</li> </ul>	
<b>LEVEL / GRADE:</b>	Intermediate	
<b>PLACE IN ORGANISATION</b>	 <pre> graph TD     GM[GM Waihikurangi] --&gt; PTM[Pou Taiao Manager]     PTM --&gt; SSPA[Senior Strategic Policy Advisor]     PTM --&gt; PM[Project Manager - Taiao Engagement]     PTM --&gt; PIM[Project Implementation Manager]           </pre>	

**THE FOLLOWING KEY TASKS AND DUTIES ARE REQUIRED TO REACH THESE OBJECTIVES**

Key Accountability	Expected Results
<b>Implementation and Planning</b>	<ul style="list-style-type: none"> <li>- To contribute to (or where appropriate lead) the planning and implementation of a wide variety of environmental projects and initiatives, including the definition of project scopes, budget, goals and deliverables and consistent with best practice project management.</li> <li>- Undertake a proactive role to initiate projects that are consistent with the overarching purpose of TNN vision and strategy.</li> <li>- Develop good project management systems which also allows for audit trails of project decisions, issues, risks and changes.</li> </ul>
<b>Project Performance and Tools</b>	<ul style="list-style-type: none"> <li>- To contribute to the development of milestone monitoring of all projects to ensure effective controls of project administration, tracking and reporting using appropriate tools.</li> <li>- Coordinate regular review meetings for projects relating to your Annual work plan against its project brief to ensure that the development is on track.</li> <li>- To promote and develop concepts, tools and methods of use through community projects and lead training initiatives as required.</li> <li>- Identify and if required, source funding for project initiatives as appropriate, including development of funding applications.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>- Develop and sustain key external and internal relationships to enable successful delivery of key projects in keeping with Maniapoto cultural values and ethics.</li> <li>- Liaise and coordinate with Marae and Hapū representatives to educate and build their environmental capacity and capability.</li> <li>- Share expertise and best practice in project and cultural management to drive progress and support the integration of tribal values into project solutions and community projects.</li> <li>- Attend and support tribal events in order to maintain positive relationships with Maniapoto people.</li> <li>- To communicate outputs and outcomes of projects to the wider Te Nehenehenui community and stakeholders.</li> </ul>
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>- Proactively participate in and complies with all health and safety policies and</li> </ul>	<ul style="list-style-type: none"> <li>- Complies with all Health and Safety Policies, procedures and systems.</li> <li>- Ensure that he/she works safely at all times and encourages others to do the same.</li> <li>- Report hazards and accidents.</li> </ul>

<p>procedures.</p> <ul style="list-style-type: none"> <li>- Responsible for the maintenance of safe and health work environment for self and others</li> <li>- Participate in training relating to health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Takes initiative to fix hazards.</li> <li>- All workplace accidents and incidents are reported, and remedies are put in place.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>- Report monthly on progress of your goals and key performance indicators in the monthly reporting template.</li> </ul>
<b>General Business</b>	<ul style="list-style-type: none"> <li>- Carry out other such tasks as requested by the Pou Manager and/or GM Waihikurangi.</li> </ul>
<b>Other projects</b>	<ul style="list-style-type: none"> <li>- Contribution to other key work programmes as required.</li> <li>- Support for whānau/hapū and kaumātua as required e.g. marae workshops, presentations to kaumatua kaunihera.</li> <li>- To undertake special projects for the Board as and when required ensuring all projects are delivered accurately and on time and within budget.</li> </ul>

## **PERSON SPECIFICATION**

### **Education and Qualification**

- Relevant tertiary qualification and/or relevant post-graduate qualification.
- A relevant project management certification.
- Facilitation training or experience would be useful.

### **Experience**

- Relevant proven project management experience, preferably at an intermediate level having led either complex projects and/or a variety of projects.
- Data inputting, management and analysis skills
- Experience in interpretation and application of complex documentation and legislation.
- High level relationship management skills and experience.
- Experience and knowledge within research and funding environments.
- A reasonable level of proficiency in Te Reo Māori.
- Confidence to represent the values and principles of Te Nehenehenui in public and/or political forums.

### **Work Related Skills of all Whanake Taiao Team**

- Well-developed project management skills (including the ability to plan the work and work the plan, meet deadlines etc.).
- Written and verbal communication skills, ideally bilingual or at least access to bilingual communication as required.
- Has well developed business writing skills.
- Cultural and bi-cultural competency or have input from competent colleagues.
- Work in a team that contains multiple disciplines, perspectives and skills and contribute effectively to the team.
- Able to make own points strongly while appreciating other viewpoints and being prepared to accede when necessary for the greater good of the project or team.
- Transfer expert knowledge to team members as required.
- Awareness of context (legislatively, strategically, tikanga and kawa) that Whanake Taiao operates in.
- Understand own role in the above context and specific role in the various Whanake Taiao projects.
- Is comfortable with complexity.
- Able to clearly articulate issues, problems and their accompanying solutions.
- High degree of integrity and work ethic, reliable, honest, etc.
- Establish and maintain positive working relationships.
- A very good understanding of the tribal organisation and willingness to make a significant contribution to the future of Maniapoto.
- A commitment to give effect to the principles of the Treaty of Waitangi.
- Computer literacy.

### Attributes and Abilities

- Outstanding people skills, with the natural ability to work and relate across different levels
- Demonstrate excellent oral communication skills including the ability to debate, listen and to provide information clearly and succinctly.
- Has the ability to work under pressure and to manage competing work priorities.
- Excellent customer service skills.
- High levels of initiative, accountability and self-responsibility.
- Flexibility and willingness to commit to the delivery of results.
- Practical in approach.
- NZ Drivers licence and ability to travel.

### Personal Commitment

- Working with whānau, hapū, iwi and internal/external stakeholders in an efficient yet culturally sensitive and appropriate manner.

## CONDITIONS OF EMPLOYMENT

You are required to abide by all Te Nehenehenui Policies and Procedures.

### Health and Safety

The hazards which the successful applicant may be exposed to in the course of undertaking these duties include:

Plant / Equipment	Visual display unit, keyboard, mouse.
Physical	Substandard housekeeping (i.e. tripping over work items, uneven floor surface / slippery walkways (when wet), steep stairs).
Other / Tasks	Repetitive use – mouse and keyboard.

### Changes to Position Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position and will be discussed with the incumbent prior to implementation. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.