



ĀTIAWA KI WHAKARONGOTAI CHARITABLE TRUST

Position	Kairuruku Taiao (Environmental co-ordinator)
Ātiawa ki Whakarongotai Charitable Trust	The Ātiawa ki Whakarongotai Charitable Trust (ĀKWCT) is the mandated iwi authority for Te Ātiawa ki Kāpiti. The organisation has a small, active Board that is engaged in a range of activities including environmental management, health, fisheries, education, the arts, housing, economic development, employment, Te Tiriti o Waitangi Claims, and supporting Whakarongotai marae, whānau, hapū and iwi.
Reporting to	Tumu Whakarae CEO, Ātiawa ki Whakarongotai Charitable Trust
Direct Reports	Nil
Location	ĀKWCT offices 10 Parata Street, Waikanae.
Tenure	Permanent

Ātiawa kaupapa tuku iho

The delivery of services is expressed under:

<i>Manaakitanga</i>	<i>Ātiawa has a reputation of embracing all who come to the marae and into their rohe.</i>
<i>Wairuatanga</i>	<i>Ātiawa acknowledge and respect our obligation to protect the spiritual wellbeing of our people</i>
<i>Whakapapa</i>	<i>Strong whakapapa relationships to Te Ātiawa within and beyond Kāpiti</i>
<i>Kotahitanga</i>	<i>Working together to achieve the collective aspirations of whānau, hapū and iwi.</i>
<i>Rangatiratanga</i>	<i>People have confidence in leadership to achieve the aspirations of the people</i>
<i>Te Reo</i>	<i>Ātiawa Reo in everything we do</i>
<i>Kaitiakitanga</i>	<i>Fulfilling the role of tangata whenua and enacting on our obligations to protect our natural resources</i>
<i>Whanaungatanga</i>	<i>identify and celebrate everything that connects who we have been, who we are and who we will be</i>
<i>Pūkengatanga</i>	<i>Our people are equipped with knowledge and skills to succeed</i>
<i>Ūkaipotanga</i>	<i>The marae will be a place where our people want to come to and where they feel included nourished and have a sense of belonging</i>

Purpose of Position	<p>The Kairuruku Taiao is responsible for coordinating and delivering environmental and resource management outcomes while supporting ĀKWCT's ongoing responsibility as kaitiaki of our Taiao (environment) in line with Ātiawa tuko iho.</p>
Key Responsibilities <i>Rangatiratanga</i> <i>Kaitiakitanga</i>	<ul style="list-style-type: none"> • Allocate projects to external contractors and identify projects that ĀKWCT may wish to deliver or lead • Manage the delivery of Taiao unit contracts • Identify priority requests and act upon accordingly • Plan work programmes • Prepare and assist in the communication of advice to governance representatives of the Trust, and partner agencies • Engage with key Kāwanatanga and other external organisations where required for various Taiao projects • Provide detailed regular reporting outlining current and future contract status • Identify opportunities for innovation and improvement in environmental project management.
Relationships <i>Whanaungatanga</i> <i>Kohaitanga</i> <i>Whakapapa</i>	<p>The Kairuruku Taiao will maintain close and effective working relationships with:</p> <p>INTERNAL</p> <ul style="list-style-type: none"> • Tumu Whakarāe • ĀKWCT kaimahi <p>EXTERNAL</p> <ul style="list-style-type: none"> • Kaitiaki and archaeological monitors • Taiao contractors • Kāwanatanga agencies, includes local, regional and district councils • Various hapū, whānau and marae representatives where appropriate
Principal Duties <i>Kaitiakitanga</i> <i>Rangatiratanga</i>	<p>The Kairuruku Taiao will report directly to the Tumu Whakarāe and will:</p> <ul style="list-style-type: none"> • provide direct operational and technical support to the Tumu Whakarāe and ĀKWCT • prepare and manage annual Taiao budgets in consultation with Tumu Whakarāe • oversee contracts and appropriate billing of consultant work • approve project expenditure, in line with financial delegation including kaitiaki monitoring work • manage the delivery of services of kaitiaki and archaeological monitors • communicate with partner agencies on matters requiring Trust representation. • facilitate the operational and technical support to governance representatives on Council as required • prepare and assist in the communication of advice to partner agencies • engage with key Kāwanatanga and other external organisations where required for various Taiao projects • maintain relationships with key Kāwanatanga agencies that contract ĀKWCT to deliver planning projects
Communications <i>Kotahitanga</i>	<p><i>The Kairuruku Taiao will:</i></p> <ul style="list-style-type: none"> • identify and provide material for communication via the Iwi Pānui and Facebook page in alignment with the AKWCT communications strategy • communicate and liaise clearly, effectively and respectfully with registered members, manuhiri, Trustees, Directors, colleagues and those outside of the organisation • identify and communicate issues and ideas clearly and keep appropriate colleagues and leadership informed • communicate at a standard required by technical advisors in a public forum

<p>Financial management and reporting</p> <p><i>Pūkengatanga</i></p>	<p><i>The Kairuruku Taiao will:</i></p> <ul style="list-style-type: none"> • ensure all financial activity is conducted in accord with current policy and procedures • prepare and manage annual Taiao budgets • ensure accurate reporting is provided in a timely manner • prepare and if required present reports to the Board of ĀKWCT • prepare and present Taiao component of the Annual Report for ĀKWCT • ensure reporting is completed where required for different Taiao projects • ensure Taiao Unit work is delivered within its financial delegation and/or budget • invoice external agencies • manage invoicing from contractors and approve project expenditure in line with financial delegation.
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Key competencies

The Kairuruku Taiao will demonstrate the following key competencies:

- Knowledge of and commitment to Ātiawatanga and the kaupapa tuku iho that guide our mahi

Professionalism	<ul style="list-style-type: none"> • Maintains confidentiality within guidelines set by ĀKWCT • Exceptional time management skills • Reliably handles requests for response and engagement • Able to establish priorities and allocate tasks • Demonstrates the following attributes: excellent work ethic, dedication, punctuality, takes initiative, personable, proactive, attention to detail, organised, self-motivated • Keeps abreast of regional and national policy and legislative change • Upholds professional standards consistent with the New Zealand Institute of Planners' code of professional ethics • Experienced with the entire Microsoft suite.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Understands and upholds Te Tiriti o Waitangi
Kotahitanga	<ul style="list-style-type: none"> • Understands own and others positions and roles in achieving team objectives • Demonstrates flexibility/adaptability to work with a diverse range of people • Gains input from others and seeks out ideas and opinions as appropriate • Is adaptive to working with governance representatives from a range of backgrounds and levels of experience.
Quality Improvement & Risk Management	<ul style="list-style-type: none"> • Incorporates principles of continuous quality improvement into all activities • Actively manages the identification and management of risk • Services delivered meet the accepted quality and standards, set internally and externally.
Health and Safety	<ul style="list-style-type: none"> • Complies with all health and safety procedures to ensure their own safety and the safety of others in the workplace • Actively participates in maintaining a safe working environment • Applies the organisation's health and safety policies and procedures.
Rangatiratanga	<ul style="list-style-type: none"> • Confident and capable enough to work with a certain degree of self-direction. • Able to demonstrate leadership in a change environment. • Able to confidently represent Ātiawa ki Whakarongotai in a public setting.

Compliance	<ul style="list-style-type: none"> Complies with contract requirements, ensures appropriate information is collected and reported as required.
<p>Ideal Person Specification</p> <p>The person best suited to this position will be able to work both independently and within a team to provide environmental services for ĀKWCT. Additionally, you will possess the following skills and knowledge:</p>	
Skills and knowledge	<ul style="list-style-type: none"> Experience and a passion for Kaitiakitanga over our natural resources Solid familiarity with environmental planning and resource management would be advantageous Familiarity with local government processes, including from working with or within local government Solid familiarity with resource management consenting Some knowledge of the identity of Ātiawa ki Whakarongotai Integrity to uphold fiduciary duties for the Trust including budget management Ability to make sound decisions and judgements Excellent communication skills both verbal and written. A good standard of spoken and written English is required and te reo Māori is an advantage Must be willing to undertake professional development and training as directed Demonstrate analytical thinking and problem solving by providing solutions, including intime-pressured situations Capability to anticipate needs and show initiative in developing, managing, and promoting new projects Political sensitivity with a flexible, adaptable, and pragmatic approach Current driver's licence preferable.
Qualifications	<ul style="list-style-type: none"> Undergraduate (Bachelor or Wānanga equivalent) qualification in environmental planning, environmental studies, natural resource management, or something similar would be advantageous.
Hours	40 hours per week – Monday – Sunday