

Te Rūnanganui o Ngāti Hikairo



*Kāwhia Moana
Kāwhia Kai
Kāwhia Tāngata*



POSITION DESCRIPTION

POSITION:	Project Manager
RESPONSIBLE TO:	Chair, Te Rūnanganui o Ngāti Hikairo
DIRECT REPORTS:	2
FINANCIAL:	Within Financial Delegations Policy
TERM:	12-month Fixed Term Contract (hours negotiable)
REMUNERATION:	To be negotiated

ORGANISATION ENVIRONMENT

Te Rūnanganui o Ngāti Hikairo was established in 1995 to provide governance for the iwi. Te Rūnanganui o Ngāti Hikairo oversees the iwi vision, strategies, and activities. Our vision is set out in detail in appendix 1 which captures the aspirations of our tupuna and their view of the future for our people. Te Rūnanganui o Ngāti Hikairo is accountable to the iwi members.

Te Rūnanganui o Ngāti Hikairo is committed to achieving this vision by creating opportunities to build the stronger economic, social, and cultural aspirations for Ngāti Hikairo people. The key priorities of focus for Te Rūnanganui o Ngāti Hikairo are to:

- Maintain and preserve the mana Motuhake o Ngāti Hikairo;
- Support and assist the members – hapū, whānau, marae; and
- Provide benefits for both the present and future members of Ngāti Hikairo iwi

Te Rūnanganui o Ngāti Hikairo are in the process of working through options for the negotiation of the iwi's treaty settlements which includes the Takutai Moana (Marine and Coastal Area) Act 2011 (MACA). Te Rūnanganui o Ngāti Hikairo have been granted the right to be heard in the High Court and will be building a legal case relating to mana whenua and mana moana for these court proceedings. This position will oversee the development for the community research for the MACA evidence on behalf of Ngāti Hikairo.

PURPOSE OF POSITION (TE KAUPAPA O TE MAHI)

The Project Manager will manage the Takutai Moana Project to enable Te Rūnanganui o Ngāti Hikairo to present their evidence in relation to the Takutai Moana (Marine and Coastal Area) proceedings to the High Court; and to ensure that the Runanga meets their funding and reporting obligations under the Te Arawhiti funding agreement.

WORKING RELATIONSHIPS (NGA HUITANGA MAHI)

- Te Rūnanganui ō Ngāti Hikairo Executive Committee
- Ngāti Hikairo whanau, iwi and community experts relating to the MACA
- Te Runanganui o Ngāti Hikairo MACA Historian
- Te Runanganui o Ngāti Hikairo MACA Legal Counsel
- Te Arawhiti Staff
- Relevant iwi MACA Researchers

KEY ACCOUNTABILITIES (NGA KAWENGA TAKOHANGA)

The key accountabilities of the Project Manager role are:

Strategy

- The development of Claims Strategy relevant to Takutai Moana and the complimentary legal strategy to support the high court proceedings.
- Collaborate with Atkins, Holms and Majurey to develop the legal strategy to support Takutai Moana.

Programme Management

Manage and coordinate the logistics, implementation, and delivery of the MACA work programme which includes the:

- development of a comprehensive programme management plan, milestones, and timeframes.
- proactive management and reporting of the work programme to ensure objectives are being achieved in an efficient and effective manner.
- contract management of external contractors and external third-party participants.
- review work and processes in the spirit of continuous improvement in relation to delivery and the structure of responsibilities.
- proactive management of relationships with key contacts, including the MACA researcher and historian
- logistics support as and when required for programmes.

Cultural Competence

- Proactive participation in cultural activities to deepen knowledge, skills, and abilities in Ngāti Hikairotanga, use of te reo Māori and to support Hikairo kaupapa.
- Demonstrate behaviours in alignment with the Ngāti Hikairo values and seek support and guidance to ensure these are upheld.

Communications and Relationship Management

- Undertake the development and implementation of a communications plan; and the subsequent documentation required to implement this plan.
- Respond to media enquiries and the effective management of the media according to Te Rūnanganui ō Ngāti Hikairo communications policy.
- Develop a stakeholder relationship management plan in collaboration with Te Rūnanganui ō Ngāti Hikairo.

- Manage high priority relationships, particularly, Te Arawhiti to achieve the successful outcomes of the Takutai Moana project on behalf of Te Rūnanganui ō Ngāti Hikairo.

Contract Management

- Manage the funding agreement contract with Te Arawhiti and ensure that the reporting and expense claiming processes meets their requirements.
- Manage the Independent Contractors contracts and their performance according to these contracts.

Financial Management

- Prepare the annual project budget for the Takutai Moana Project for approval to Te Rūnanganui ō Ngāti Hikairo.
- Prepare business cases or similar, to secure ongoing funding from Te Arawhiti when required.
- Provide monthly financial performance reports of the Takutai Moana Project to Te Rūnanganui ō Ngāti Hikairo Executive Committee.

Risk Management

- Prepare risk management plans aligned to the programme management plan and develop risk mitigation strategies.
- Monitor the risk management plan and provide monthly reports to Te Rūnanganui ō Ngāti Hikairo Executive Committee.
- Undertake appropriate action to resolve any risk management issues according to Te Rūnanganui ō Ngāti Hikairo risk management and delegations' policies.

Compliance and Reporting

- Provision of monthly project performance reports to the Te Rūnanganui ō Ngāti Hikairo Executive Committee meeting. These reports include:
 - Progress against project milestones
 - Financial Performance for the month and year to date
 - Risk Management
- Provision of Funding Agreement reports and supporting invoicing reports to Te Arawhiti.

Human Resource Management

- Manage the project management employees according to Te Rūnanganui ō Ngāti Hikairo Human Resource Management policies; and that the Runanga complies with the obligations of being a 'good employer'.
- Ensure the Takutai Moana Project has the capacity and capability to deliver the project implementation plan and that Te Rūnanganui ō Ngāti Hikairo are able to meet their obligations with the Crown.

Health and Safety

- Comply with health and safety policies, procedures, and workplace standards.
- Ensure all accidents, incidents & near misses are recorded and reported by the end of the working day to management.
- To assist in systematically identifying hazards and develops effective controls.

PERSON SKILLS AND EXPERIENCES (NGA PUKENGA ME NGA WHEAKO)

The skills and experience required for this position are:

- Knowledge of and commitment to Ngāti Hikairo tribal structures, relationships, and processes.
- Knowledge of te reo and tikanga necessary to undertake the function of the role.
- Experience working with the Treaty of Waitangi and ability to apply it to the work of Te Rūnanganui o Ngāti Hikairo.
- Awareness of and affinity with the needs and aspirations of Ngāti Hikairo Whānui.
- Sound judgement and problem solving, including the ability to development pragmatic solutions with successful outcomes.
- Demonstrated success in programme and project management expertise and experience that involve complex strategic and relationship areas.
- Demonstrated significant competence and skills in communication which involves both oral and written; and a strong ability to present information to a wide range of stakeholders from whanau to Government Ministers.
- Proven experience in the management of complex relationships including the media and the demonstrated success of managing such relationships.
- Highly skilled negotiation skills with the ability to apply advanced frameworks to influence and create opportunities.
- Proficiency in Microsoft computer software suites.
- Knowledge of administrative policies, procedures, and technology.
- A tertiary qualification in business management and project management or relevant work experience is highly desirable.

TE RUNANGANUI Ō NGĀTI HIKAIRO

NGĀ MOEMOEĀ (VISION)

Ko Pirongia Te Maunga.
Ko Kāwhia Te Moana.
Ko Waipapa Te Marae.
Ko Hikairo Te Tangata
Tihei Mauriora.

Ko to tatou kaihangā ngā whakamoemiti ki ā ia.
Ki to tatou Arikinui ā Tūheitia Potatau Te Wherowhero ngā honore nui ki aua, ā ki tōna hoa rangātira,
me to rāua whanau, a tatu iho hoki ki te kaahui ariki nui tonu.
Ki ō tatou tupuna kua wheturangitia, nā rātou hoki ēnei taonga tukuiho, i whakarere mai mā
tātou hei tiaki mō ngā whakatupuranga e piki mai nei.
Ki ā ratou.
Kei te mihi, kei te mihi, kei te mihi
Ki ā tātou, ā rātou uri, kanohi ora ō rātou,
Tēnā koutou, Tēnā koutou, Tēnā tatou katoa

The desired future for Ngāti Hikairo will be achieved when most of our iwi, through their own endeavours, are able to enjoy a quality of life where;

- Their mauri or spiritual essence is strong and Vibrant;
- They have fully developed their intellectual, emotional, and physical well-being;
- They are conversant, secure, and pro-active participant, in all facets of social, cultural, economic, and political life;
- The whanau, hapu, Iwi, and the marae have become the basis for their collective cultural, social, and economic development as it was traditionally;
- They are comfortable and competent in both the Maori and pakeha societies;
- They are well educated to realise their full potential in the rapidly changing modern society;
- Their whanaungatanga has been rejuvenated and developed to the extent that the whanau has become the focus and the major family support unit;
- They are fully employed, their resources are properly utilised and managed, they are financially secure;
- Their Maori identity, culture and values are widely understood and respected by all New Zealanders;
- The Treaty of Waitangi is properly honoured as a covenant between Maori and Pakeha and other New Zealanders; and
- They can have dignity and harmonious content with all people in the cultural, social, and physical environment they all share.