

TE RŪNANGA O NGĀTI RĒHIA TRUST

JOB DESCRIPTION

JOB TITLE

Pouārahi (Te Whare Taiao o Ngāti Rēhia)

PURPOSE

The Pouārahi will initially lead the 'Te Matapuna o te Wai' project, focused on advancing sustainable water management and environmental conservation practices within the Ngāti Rēhia rohe. This role is pivotal in overseeing this project and will eventually expand to manage our entire environmental portfolio, ensuring the integration and success of our broader environmental strategies.

SPECIFIC DUTIES & RESPONSIBILITIES

Project Management:

- Lead the planning, development, and implementation of the Te Matapuna o te Wai project and other environmental initiatives.
- Coordinate project timelines, budgets, and resources to ensure timely and successful project delivery across the environmental portfolio.
- Monitor project progress and make strategic adjustments as necessary to meet overall environmental objectives.

Stakeholder Engagement:

- Develop and maintain relationships with community groups, environmental organizations, iwi, and funding partners.
- Organize and lead stakeholder meetings and workshops to ensure active community involvement and input in project activities and broader environmental strategies.

Reporting and Compliance:

- Prepare comprehensive progress reports and final reports for funding bodies, stakeholders, and internal use.
- Ensure all projects comply with relevant environmental regulations, cultural guidelines, and internal standards.

Educational and Training Initiatives:

- Develop and disseminate educational materials and conduct training sessions focused on sustainable environmental practices and water management.
- Promote community awareness and engagement through educational outreach activities, enhancing understanding and support for environmental projects.

Cultural Integration:

- Incorporate Mātauranga Māori and Tikanga into all project activities, respecting and reflecting the cultural values of Ngāti Rēhia.
- Advocate for the integration of indigenous knowledge in environmental management practices.

DESIRED OUTCOMES

- Successful Project Delivery: Completion of the Te Matapuna o te Wai project within the established timelines and budget, followed by effective management of the broader environmental portfolio.
- Enhanced Community and Stakeholder Engagement: Strengthened relationships and increased participation in environmental initiatives, fostering broader community support.
- Effective Integration of Cultural Values: Deep integration of Mātauranga Māori and Tikanga in all environmental practices, enhancing Ngāti Rēhia's cultural heritage.

- Sustainability and Legacy: Development of sustainable environmental practices that contribute to long-term environmental health and resilience of the community.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritize workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- Proven experience in managing environmental or conservation projects, with a strong background in water management projects preferred.
 - Strong understanding of Te Ao Māori, with proficiency in te reo Māori highly desirable.
 - Excellent organizational, leadership, and communication skills.
 - Ability to work flexibly and adaptively in a dynamic environment.
 - Proficiency in using project management software and tools.
 - Relevant tertiary degree preferred.