



Te Rūnanga o Ngāi Tahu

**Mō tātou, ā, mō kā uri ā muri ake nei  
For us and our children after us**

## **Position Description**

# **PROJECT MANAGER- WATER**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the Te Rūnanga Group. It is acknowledged that in order to remain current, regular amendments will be required. This is to be co-ordinated in association with the relevant Managers and the Group General Manager People and Performance.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Manager to provide clear goals and objectives, against which individual performance will be managed.



## **Tihei mauriora!**

Ngāi Tahu is the iwi comprised of Ngāi Tahu Whānui; that is, the collective of the individuals who descend from the five primary hapū of Ngāi Tahu, Ngati Mamoe and Waitaha, namely Kāti Kurī, Ngati Irakehu, Kāti Huirapa, Ngāi Tūāhuriri and Ngāi Te Ruahikihiki. Our defining link as Ngāi Tahu, through which we hold rangatiratanga over 80% of Te Waipounamu, is the ability to whakapapa back through this history and to link with our ancestors of the past. The following whakatauaākī (proverb) encapsulates our understanding of our place in Te Waipounamu and the guiding vision of our people in the 21<sup>st</sup> Century:

**Puritia tāwhia kia ita**

**Te mana tīpuna**

**Te mana whenua**

**Te mana tāngata.**

*Hold fast and firm*

*To my inherited authority*

*To my right to this land*

*To my freedom and right to self determination.*

Te Rūnanga o Ngāi Tahu was created by statute as the governing body and representative for all purposes of Ngāi Tahu Whānui, and to receive and manage Settlement assets on the iwi's behalf. The primary purpose of Te Rūnanga is to ensure that the benefits of the Settlement are enjoyed by Ngāi Tahu Whānui now and in the future, to enable Ngāi Tahu Whānui to create and control our individual and collective destinies. The vision of Te Rūnanga is expressed in the following tribal whakatauaākī:

**Mō tātou, ā, mō kā uri ā muri ake nei**

**For us and our children after us.**

The Office of Te Rūnanga is a servant of our tribal institutions, and exists to support Te Rūnanga in fulfilling the tribal vision and to deliver core services to our tribal members and our communities. The Office carries the responsibility to learn from the rich legacy inherited from our history and the visions laid out by our tīpuna so as to facilitate the realisation of our collective aspirations now and into the future. At this time in our collective history, the principal objective is to facilitate the re-establishment of the tribal footprint within Te Waipounamu and to strengthen the tribal heartbeat within our people. This is a duty which is undertaken with great care and is considered a privilege.



Te Rūnanga o Ngāi Tahu

Our actions are founded upon commitments to:

### **Whanaungatanga**

Mā te tuakana e tika ai te teina, mā te teina e tika ai te tuakana  
(Through relationships and respect we can find the way forward)

### **Manaakitanga**

Whākana ki ō manuhiri i tō kāinga  
(Mana is upheld through fulfilling roles and responsibilities)

### **Tohungatanga**

Mā te mōhio ka mārama, mā te mārama ka mātau  
(By discussion comes understanding, through understanding comes wisdom)

### **Kaitiakitanga**

Kāi Tahu tītī ā-kai, tītī ā-manawa  
(Kāi Tahu the gatherers of resources, resources of lasting endurance)

### **Tikanga**

Aoraki matatū  
(Holding firm to what defines Ngāi Tahu)

### **Rangatiratanga**

Ko te amorangi ki mua, ko te hāpai ō ki muri  
(For leadership there must be support)

We are part of the landscape and therefore have a responsibility to ensure its sustenance for this generation and for those to come, by enacting the following principles:



## Te Rūnanga o Ngāi Tahu

We are part of the landscape and therefore have a responsibility to ensure its sustenance for this generation and for those to come, by enacting the following principles:

### **Te Kawanata o Ngāi Tahu**

The **Kaupapa Whakatūwhera** is that the House of Tahu is set up amongst us to nurture our people, to shelter our people, to serve our people. It is both the symbol of our identity as Ngāi Tahu Whānui and the Whare Whataraki of that which we together own.

The **Kaupapa Poutokomanawa** is the protection and growth of the pūtea.

The **Kaupapa Tāhuhu** is the accountability of those charged with the responsibility for the pūtea to our Papatipu Rūnanga, to our people and to our future generations.

The **Kaupapa Poutahu** is the principle that the assets of Ngāi Tahu will be managed separately from the bodies that spend and distribute the income earned from those assets.

The **Kaupapa Whakahuataka** is that all those entitled by whakapapa to the benefits of the House of Tahu shall be protected in their right to benefit.

The **Kaupapa Whakakotahi** is that the poupou of the House of Tahu are the Papatipu Rūnanga of our people each with their own mana and woven together with the tukutuku of our whakapapa. In them resides the tino rangatiratanga of Ngāi Tahu. Its collective voice is Te Rūnanga o Ngāi Tahu.



<b>Position Title:</b>	Project Manager - Water
<b>Date:</b>	March 2010
<b>Location:</b>	Christchurch
<b>Reporting to:</b>	General Manager, Strategy and Influence
<b>Nature and Term of Employment:</b>	Permanent, Full time

**SECTION 1 - Position Summary**

Freshwater is a taonga of paramount importance to Ngāi Tahu and a significant national policy issue. National freshwater reform is foreseeable over the short and medium term that will materially affect how Ngāi Tahu exercises inherent rights and responsibilities over this taonga. These rights and responsibilities span cultural, social, environmental and commercial dimensions.

The Project Manager Water is responsible for leading the strategic engagement of the Te Rūnanga Group on freshwater issues across local, regional and national levels so as to protect, restore and enhance the expression of the rights and responsibilities of Ngāi Tahu. The Project Manager will be responsible for ensuring that a Te Rūnanga Group Freshwater Strategy is produced and that the TRG effectively represents aligned positions that maximise strategic opportunities and leverage. The role will require constructive and close relationships are maintained with ngā Papatipu Rūnanga and the responsible entities within the Te Rūnanga Group.

**SECTION 2 - Key Accountabilities**

Key Responsibilities	Activities
<b>Freshwater Strategy</b>	<ul style="list-style-type: none"> <li>Develop a Ngāi Tahu Freshwater Strategy that encompasses the immediate and long term strategic aspirations of Ngāi Tahu Whānui across cultural, social, environmental and commercial dimensions in consultation with ngā Papatipu Rūnanga and the responsible entities within the Te Rūnanga Group.</li> <li>Ensure that the Te Rūnanga Group has effective operational strategies to achieve the objectives set out in the Ngāi Tahu Freshwater Strategy.</li> <li>Support and monitor the positions of the Te Rūnanga Group in respect of freshwater to ensure alignment with the Ngāi Tahu Freshwater Strategy.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>Maintain oversight of the full suite of freshwater projects and issues across the Te Rūnanga Group, including but not limited to; the Hurunui River; Canterbury Water Management Strategy; Land and Water Forum and Iwi Leaders Group.</li> <li>Lead Te Rūnanga Group participation in freshwater projects, particularly those listed above.</li> </ul>



<p><b><i>Policy Analysis</i></b></p>	<ul style="list-style-type: none"> <li>• Conduct the necessary policy research to support engagement in local, regional and national freshwater matters.</li> <li>• Provide high quality advice across the Te Rūnanga Group on freshwater matters.</li> <li>• Maintain intimate familiarity with local, regional and national freshwater issues.</li> <li>• Provide high quality reporting to Te Rūnanga o Ngāi Tahu and other governance entities within the Te Rūnanga Group.</li> <li>• Engage with ngā Papatipu Rūnanga on matters pertaining to freshwater.</li> </ul>
<p><b><i>Te Rūnanga Group Relationship Management</i></b></p>	<ul style="list-style-type: none"> <li>• To maintain constructive relationships across the Te Rūnanga Group to give effect to the various functions described above.</li> <li>• To ensure that all persons across the Te Rūnanga Group are effectively and respectfully engaged in the freshwater projects affecting the Group's interests.</li> </ul>
<p><b><i>Support General Manager Strategy and Influence</i></b></p>	<ul style="list-style-type: none"> <li>• To complete tasks, as directed, to support the General Manager Strategy and Influence.</li> </ul>
<p><b><i>Health &amp; Safety</i></b></p>	<ul style="list-style-type: none"> <li>• To participate in ensuring the consistent implementation the Te Rūnanga Group Health &amp; Safety strategy, by ensuring the work environment is safe for staff and the public, and effective mechanisms are in place and adhered to which monitor Health &amp; Safety compliance.</li> </ul>
<p><b><i>Operational Leadership</i></b></p>	<ul style="list-style-type: none"> <li>• To act as a role model communicating and gaining acceptance of the Te Rūnanga Group vision, goals and organisational values and giving effect to the Code of Conduct.</li> <li>• To enforce standards for managers and staff in their interactions with stakeholders and colleagues.</li> <li>• To support or participate in the implementation of post-completion reviews of major projects, programmes and initiatives.</li> </ul>
<p><b><i>Operational Effectiveness</i></b></p>	<ul style="list-style-type: none"> <li>• To ensure Te Rūnanga Group operational policies are implemented and monitored.</li> <li>• To ensure financial, capital and human resources within delegated authorities are managed in accordance with Te Rūnanga Group policies, procedures and delegations.</li> <li>• To ensure that the workplace is a safe environment through training, planning and ACC management.</li> </ul>



### SECTION 3 - Key Relationships

<b>Internal Relationships</b>	<ul style="list-style-type: none"><li>• General Manager Strategy and Influence.</li><li>• All staff of Te Rūnanga Group.</li><li>• Ngāi Tahu Holdings Corporation.</li><li>• Ngāi Tahu Property.</li></ul>
<b>External Relationships</b>	<ul style="list-style-type: none"><li>• Papatipu Rūnanga.</li><li>• Ngāi Tahu Whānui.</li><li>• Te Rūnanga o Ngāi Tahu professional advisors and contractors.</li><li>• Local and central government.</li></ul>

### SECTION 4 - Person Specification

#### **Skill/Knowledge**

- Familiarity with local, regional and national freshwater issues.
- Comfort with reconciling cultural, social, environmental and commercial aspirations.
- Advanced skills in deductive analysis and critical evaluation.
- Efficient time management and organisational competencies.
- Understanding of the political aspirations of Ngāi Tahu.
- Knowledge of Ngāi Tahu tribal structures, relationships and processes.
- Familiarity with the Treaty of Waitangi and its application to the work of Te Rūnanga o Ngāi Tahu.
- A strong ability to work with Ngāi Tahu whānau, hapū and iwi.
- An ability to work with other Iwi and hapū.
- An ability to work with private sector interest groups.

#### **Experience**

- Strong experience in a senior policy or consulting position.
- Strong awareness of and affinity for the needs and aspirations of Ngāi Tahu Whānui.
- Strong background and familiarity with marae protocol and tikanga.

#### **Qualifications**

- Relevant undergraduate tertiary qualification.

#### **Behavioural Competencies**

- **Self-Awareness**

The ability to recognise and understand your moods, emotions and drives, as well as their effect on others.

- Self-confidence.
- Realistic appraisal of strengths and limitations.
- Self-deprecating sense of humor.

- **Self-Management**

The ability to control or redirect disruptive impulses and moods.

The propensity to suspend judgment – to think before acting.



- Trustworthiness and integrity.
- Comfort with ambiguity.
- Conscientiousness.
- **Motivation/Striving**
  - A passion to work for reasons that go beyond money or status.
  - A propensity to pursue goals with energy and persistence.
  - Dedication to the service of iwi members.
  - Strong drive to achieve, to learn, to grow.
  - Optimism and tenacity even in the face of setback or resistance.
  - Readiness to seize opportunities.
- **Empathy, Humility and Grace**
  - The ability to understand the emotional makeup of other people.
  - Skill in treating people according to their emotional reactions.
  - Capacity to constructively navigate organisation politics.
  - Expertise in building and retaining talent.
  - Cross-cultural sensitivity.
  - Service to iwi members.
  - Diplomacy.
- **Social Skill**
  - Proficiency in managing relationship and building networks.
  - An ability to find common ground and build rapport.
  - Capacity to de-escalate conflict and promote agreement.
  - Effectiveness in leading change.
  - Expertise in promoting co-operation and building teams.