



Te Rūnanga o Ngāi Tahu

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

### **Position Description**

# **SENIOR ENVIRONMENTAL ADVISOR - LAND DEVELOPMENT / KAITOHUTOHU PŪTAIAO TAKE WHENUA**

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.



Te Rūnanga o Ngāi Tahu

## **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 whakatauaāki (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 whakatauaāki:

**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

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>	Senior Environmental Advisor – Land Development / Kaitohutohu Pūtaiao Take Whenua
<b>Date:</b>	March 2010
<b>Location:</b>	Christchurch
<b>Reporting to:</b>	Manager Toitū Te Whenua
<b>Nature and Term of Employment:</b>	Permanent, Full time

**SECTION 1 - Position Summary**

Ngāi Tahu has rights and responsibilities spanning cultural, social, environmental and commercial dimensions. It is of strategic and practical importance that these rights and responsibilities are integrated and aligned in order to achieve the visions of Ngāi Tahu Whānui.

The Senior Environmental Advisor – Land Development/Kaitohutohu Pūtaiao Take Whenua is responsible for upholding the mana of Ngāi Tahu and facilitating the integration of the range of Ngāi Tahu values, interests, rights and responsibilities in all of the work undertaken by Ngāi Tahu Property, the commercial property company of the iwi. Ngai Tahu Property has assets with a market value in excess of \$450 million and a focus on five key areas: Property Investment, Property Management, Property Development, Rural, and management of the tribe's Right of First Refusal to purchase Crown property assets.

The role requires working across all Ngāi Tahu Property developments in order to facilitate ngā Papatipu Rūnanga involvement and provision of strategic cultural and environmental advice. The role will be based within Toitū Te Whenua (the iwi Environmental Unit) and require maintenance of close and constructive relationships with Ngāi Tahu Property, ngā Papatipu Rūnanga, entities within the Te Rūnanga Group and external parties.

**SECTION 2 - Key Accountabilities**

Key Responsibilities	Activities
<b>Provision of Advice</b>	<ul style="list-style-type: none"> <li>Participate in all Ngāi Tahu Property project teams to provide strategic advice on requirements for incorporation of Ngāi Tahu cultural and environmental values and interests.</li> <li>Provide or source required resources to provide Ngāi Tahu cultural and environmental values and interests for specific projects.</li> <li>Facilitate and support ngā Papatipu Rūnanga input into Ngāi Tahu Property projects.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>Work closely with Ngāi Tahu Property staff to coordinate and deliver advice within agreed project scopes.</li> <li>Manage and coordinate all Toitū Te Whenua input into projects.</li> <li>Manage resource consent processes involving Ngāi Tahu Property and ngā Papatipu Rūnanga and their associate entities and/or Te Rūnanga o Ngāi Tahu.</li> </ul>



<b>Policy Development</b>	<ul style="list-style-type: none"> <li>• Develop policy and provide advice to the Te Rūnanga Group and Te Rūnanga o Ngāi Tahu on integration and alignment of Ngāi Tahu values into commercial developments.</li> <li>• Develop an implementation framework for integrating Ngāi Tahu values into commercial projects.</li> <li>• Participate in development of a rural strategy for approximately 35,000 ha of rural land.</li> </ul>
<b>Te Rūnanga Group Relationship Management</b>	<ul style="list-style-type: none"> <li>• To maintain constructive relationships across Ngāi Tahu Property and Toitū Te Whenua and the wider Te Rūnanga Group to give effect to the various functions described above.</li> </ul>
<b>Health &amp; Safety</b>	<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>
<b>Operational Leadership</b>	<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>
<b>Operational Effectiveness</b>	<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>• Toitū Te Whenua staff.</li> <li>• Ngāi Tahu Property Ltd.</li> <li>• Papatipu Rūnanga.</li> <li>• All staff of the Office of Te Rūnanga o Ngāi Tahu and Ngāi Tahu Holdings Corporation Ltd.</li> </ul>
<b>External Relationships</b>	<ul style="list-style-type: none"> <li>• Papatipu Rūnanga.</li> <li>• Ngāi Tahu Whānui.</li> <li>• Rūnanga environmental entities including Mahaanui Kura Taiao Ltd, Kāi Tahu Ki Otago Ltd and Te Ao Marama Ltd.</li> <li>• Ngāi Tahu Property professional advisors and contractors.</li> <li>• Other researchers and professionals involved in urban and rural land development.</li> </ul>



## **SECTION 4 - Person Specification**

### **Skill/Knowledge**

- Knowledge of Ngāi Tahu tribal structures, relationships and processes.
- A strong ability to work with Ngāi Tahu whānau, hapū and iwi.
- Comfort with reconciling cultural, social, environmental and commercial aspirations.
- Advanced skills in project management.
- Knowledge of kaupapa taiao, Ngāi Tahutanga and tikanga mahinga kai.
- Knowledge of Resource Management Act processes.
- Efficient time management and organisational competencies.
- An ability to work with private sector interest groups.
- Familiarity with the Treaty of Waitangi and its application to the work of Te Rūnanga o Ngāi Tahu.
- Knowledge of local, regional, national and Māori urban and rural land development issues.

### **Experience**

- 4-6 years experience in a kaupapa taiao or resource management position.
- Strong awareness of, and affinity for, the needs and aspirations of Ngāi Tahu Whānui.
- Strong background and familiarity with Ngāi Tahutanga and tikanga.

### **Qualifications**

- Relevant undergraduate tertiary qualification.
- Relevant post-graduate qualification an advantage.

### **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 humour.

- **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.



Te Rūnanga o Ngāi Tahu

- **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.