

Job Description



My Position

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| Position: | Project Manager – Te Puna Kōrero ki Te Taihu (TPK) |
| Section: | Environmental Policy |
| Group: | Services and Strategy |
| Responsible to: | Environmental Policy Manager |
| Job Purpose: | <ul style="list-style-type: none">• Responsible for the ongoing management of the project to co-design¹ an agreed planning framework and methodology to implement Te Mana o te Wai and associated National Policy Statement-Freshwater Management (NPS-FM) obligations.• Responsible for the facilitation of TPK hui.• Responsible for providing project management expertise and support for TPK.• Responsible for competent, timely and professional project administration to TPK. |

Our Council

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| Our District Vision: | Thriving and resilient Tasman communities <i>Te Manawaroatanga o Te Tai o Aorere kai tupu, kia rea</i> |
| Our Purpose: | Working together for a Tasman District that has a healthy environment, strong economy and a vibrant community |
| Our Internal Vision: | Tasman Inspired <i>Whakangiha Te Tai o Aorere</i> Driving value for Tasman's people and places <i>Whakamana tātou ki ngā wāhi katoa o Te Tai o Aorere</i> |

Our Council Values

We support our Vision and Mission through living our values.

Auaha – Innovation

- We use innovative ideas to improve our performance, find solutions and add value to our communities and the environment
- We deliver a quality innovative and timely service
- We take opportunities to learn and grow
- We show initiative and flexibility to respond to our communities' needs
- We seek diversity of views and challenge the status quo

Kawenga - Responsibility

Manaakitanga - Caring / Sharing

- Our interactions with Iwi and others are guided by helpfulness and respect
- We care for and develop our people, and are supportive and encouraging of others
- We care about each other and actively engage in what we do
- We communicate in a way that shows we are approachable and care about others needs

Whanaungatanga - Relationships

- We act professionally, showing respect, honesty, integrity, reliability and empathy
- We take personal responsibility for our actions, decisions and performance
- We choose to bring the right attitude to our work
- We promote a safe work environment that puts the wellbeing and safety of our people first
- We actively seek to collaborate with colleagues, Iwi and others in the work we do
- We work together to achieve the best overall result, outcome, or decision
- We communicate clearly and tell stories to enable understanding and shared meaning
- We embrace diversity and the opportunity to share our ideas and learn from others

TPK Collaboration

Our Purpose: Our purpose is to provide our communities with a consistent regional and locally responsive Te Mana o te Wai policy, planning and monitoring framework.

Our Story: We are a collaboration of iwi taiao staffⁱⁱ and council staffⁱⁱⁱ who have agreed to work together and commit our collective skills, knowledge, and resources to provide our communities a workable and enduring Te Mana o te Wai policy, planning and monitoring framework.

TPK Values

We support our Purpose and Story through living our values.

Honouring Te Tiriti O Waitangi Te Tiriti O Waitangi principles^{iv} are at the heart of everything we do. Our services touch the lives of everyone and enable communities to reach their potential.

Communicating Effectively Open and effective communication is critical to TPK work. This will help to build a shared understanding from which everyone benefits.

Working Together We are all one team, achieving more by working together as a team. Sharing our problems and solutions leads to better decision making and outcomes.

Showing Leadership There is a leader in every one of us. Leadership is a shared value that we show. This means demonstrating leadership in our own work and when leading our people and communities.

Respecting Diversity We value the unique standing of each iwi authority and Council and diverse values and priorities. We are resourceful, innovative and committed to meeting our local and regional communities' needs and aspirations.

My Council Group

Role of Services and Strategy Group

The Service & Strategy Group's primary purpose is to manage the delivery of Council's library and customer services and the Council's policy and planning work. The Group's work includes providing leadership in organisation wide strategy and corporate policy development; resource management and environmental policy and planning; community partnerships services, events, grants and environmental education; and delivering front line customer services and library services.

Key Group responsibilities include providing high quality 'front of house' customer and library services; leading and co-ordinating Council's Long Term Plans, Annual Plans, Annual Reports and Policies required by the Local Government Act 2002; preparing Council's plans and policy statements required under the Resource Management Act 1991; overseeing the development of the Future Development Strategy, Growth Strategy and Activity Management Plans; and undertaking reserves and recreation planning.

My Key Result Areas

My Priorities

| What am I supposed to do? | How well am I supposed to do it? |
|---|---|
| <p>TPK Project Coordination</p> <ul style="list-style-type: none"> Help coordinate a collaborative working environment to enable the co-design of an agreed planning framework and methodology to implement Te Mana o te Wai and associated National Policy Statement-Freshwater Management (NPS-FM) obligations across Te Taihu and if relevant across the East and West Coast regions neighbouring Te Taihu. <p>Develop and implement a project plan</p> <ul style="list-style-type: none"> Establish project governance structure and membership. Scope sub-projects and production of a project initiation document (PID). In consultation with TPK, take a lead role in development of a project plan, including project timelines, deliverables, allocation of tasks and resourcing needs. Development of sub-project plans may be required. The timeframe covered by the plan will be from draft plan stage to the statutory Resource Management Act 1991 (Schedule 1) process.^v <p>Ongoing project management</p> <ul style="list-style-type: none"> Manage and report on the project. Ensure TPK is kept informed of deadlines and deliverables. Coordinate and facilitate regular project meetings with TPK to cover current and upcoming tasks and deadlines, identify any risks and manage issues as they arise. | <p>TPK Project Coordination</p> <ul style="list-style-type: none"> Best practice project management methodologies are applied and delivers value for money. Demonstrate strong project leadership and are recognised as competent in managing a complex, multi-year project. Are the go-to person for project coordination, deliverables and timelines. Develop a clear project plan providing an effective tool with defined, efficient and effective deployment of project teams. Highly effective communication is demonstrated. All TPK members are aware of timelines and deliverables in advance of deadlines. Thinking and planning well ahead of the current set of tasks is evident. There is ongoing monitoring of project progress including output results and milestones. All dependencies and external resourcing have been identified and scheduled appropriately. Procurement and expenditure are monitored as per a monitoring framework to ensure project stays within budget and any financial risks are identified and managed appropriately. Prompt identification and management of risks and associated issues. Ongoing reporting of project progress including output results and recording of milestones. Progress, milestones, risk and issues are reported to the project governance board. Progress against assigned commitments, project risks and associated issues are identified and successfully managed. |
| <p>Facilitation and Engagement</p> <ul style="list-style-type: none"> Facilitate TPK engagement and seek feedback on policy, planning and monitoring framework. Undertake effective methods of facilitation and engagement, to optimise TPK members' contributions while minimising uninformed responses. | <p>Facilitation and Engagement</p> <ul style="list-style-type: none"> Processes of engagement are efficient, constructive and sufficient to see a maturing of understanding and agreement on the issues and preferred options. |
| <p>Policy and Planning Documentation and Processes</p> <ul style="list-style-type: none"> Maintain systems and records relevant to iwi authorities' and Council's plans, policies and other instruments. Identify and implement process improvements Manage consultants where necessary to provide expert technical advice. | <p>Policy and Planning Documentation and Advice</p> <ul style="list-style-type: none"> Design of planning instruments and all supporting documentation follows TPK instructions to achieve clear, understandable, logical, consistent and legally robust documentary forms. Consultants are managed to ensure deliverables are met on time and within budget. Manage project to ensure it delivers on time and within budget. |

My Contribution

- I actively contribute to the achievement of community outcomes and Council's strategic goals and objectives.
- I role model behaviours and attitudes that support Council's Vision, Purpose, Values and foster positive relationships that are built on trust and respect.
- I put our customers first, treat them with respect, have a 'can do' attitude, and provide them with a quality customer service experience.
- I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with iwi.
- I take personal responsibility for the on-time delivery of my role responsibilities and owning my performance and professional development.
- I provide solid professional advice (internally and externally) and this contributes to maintaining and enhancing the Council's image.
- I am responsible for managing and maintaining the storage and integrity of information, data and records that I create and have a responsibility for.
- I take ownership for my health and safety (H&S) responsibilities and participate and support health, safety and wellbeing initiatives and training opportunities.
- I actively seek out and promote business process improvement ideas/solutions that reduce our paper based systems and enhance our service delivery.
- I am a willing contributor and participant in organisational improvement, professional development opportunities and continuous improvement initiatives.
- I provide assistance and support during Civil Defence activities as required.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

My Delegations

I have no delegated decision-making authorities and financial responsibilities for expenditure as listed in Council's Delegations Register. I have no staff responsibilities.

The Council may from time to time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A recognised Project Management qualification is desirable.
- At least five years relevant experience in planning and project management.
- Good understanding and demonstrable experience of the Resource Management Act including schedule one processes and requirements.
- Proficient level of digital literacy including knowledge and experience using Smart sheet project management software.

My Personal Attributes:

- Good understanding of the principles of Te Tiriti o Waitangi, te reo Māori and Tikanga Māori.
- Initiative and resourcefulness to work in a role with significant delegated responsibility.
- Analytical skills and judgement to review technical problems and issues.
- Proven ability to manage multiple work streams.
- Excellent verbal and written (English) communication skills.
- Ability to talk confidently at iwi and council meetings.
- Excellent iwi relations skills.
- A high degree of self-management is required.

My Agreement

My Name:

My Signature:

Date:

ⁱ Co-design in this context means providing for the capability and conditions for a value-based, culturally grounded practice based on reciprocity and shared decision-making. Implementing co-design involves creating time, space and structures for learning, reciprocity, and power sharing. Delivering on co-design means allowing for changes to how freshwater planning processes are currently implemented. These changes may represent significant shifts for iwi trusts and councils.

ⁱⁱ From Manawhenua ki Mohua, Ngāti Apa ki Te Rā Tō Trust, Te Rūnanga o Ngāti Kūia, Ngāti Koata Trust, Te Rūnanga a Rangitāne o Wairau, Ngāti Tama ki Te Waipounamu Trust, Te Rūnanga o Ngāti Rārua, Te Ātiawa o Te Waka-a-Māui Trust, Te Rūnanga o Toa Rangatira, with Te Rūnanga o Ngāti Waewae taking a watching brief

ⁱⁱⁱ From Tasman District Council, Marlborough District Council and Nelson City Council

^{iv} **Tino Rangatiratanga/ Self-Determination:** The principle of self-determination – this provides for Māori self-determination and mana motuhake. This requires TPK members to work as partners in the planning for and delivery of Te Mana O Te Wai.

Pātuitanga/Partnership: The principle of partnership – requires TPK members to work with each other in a strong and enduring relationship.

Mana Taurite/ Equity: The principle of equity – this requires TPK to commit to achieving equitable outcomes for Māori and community through the functions that they are responsible for.

Whakamarumarutia/Active Protection: The principle of active protection – this requires TPK to be well informed on the extent, and nature, of ecological, cultural, social and economic health outcomes to achieve Te Mana O Te Wai through tikanga and statutory obligations and the practice of kaitiakitanga and guardianship.

Kōwhiringa/Options: The principle of options – this requires TPK to ensure that all of its outputs and services are provided in a culturally enabling way that recognises and supports the expression of te Ao Māori values.

^v Resource Management Act 1991 No 69 (as at 12 April 2022), Public Act Schedule 1 Preparation, change, and review of policy statements and plans – New Zealand Legislation