



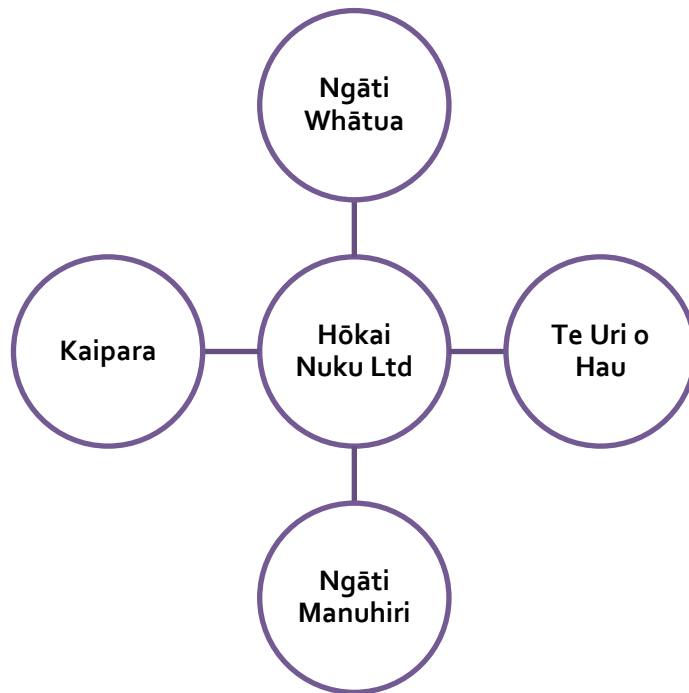
POSITION DESCRIPTION

KAIARAHĪ

“Hōkai Nuku” represents the concept of advancing forward in the quest for knowledge to share with the people.

This is also represented in the tauparapara that depicts the deity, Tane ascending to the heavenly realms in a quest to acquire the notional three baskets of higher knowledge and returning to Papatuānuku to create humankind.

HŌKAI NUKU STRUCTURE



STRATEGIC VISION

Hōkai Nuku is the authorised voice of four Iwi and Hapū mana whenua being - Ngāti Manuhiri, Ngāti Mauku/Ngāti Kauae of Te Uri o Hau, Ngāti Rango of Kaipara and Ngāti Whātua. Hōkai Nuku was initially formed to collaborate on the New Zealand Transport Agency Project – Ara Tūhono Pūhoi to Wellsford Road of National Significance and has been contracted by the Transport Agency to provide specialist advice for the Project.

Aside from providing cultural advice to the Transport Agency and their contractors on the Pūhoi to Wellsford Project, the purpose of Hōkai Nuku is to collaborate on issues of mutual interest for Iwi and Hapū Members including cultural, social, environmental and economic interests; and engage in partnerships with Crown agencies on issues of significance to Iwi and Hapū.

Inter-Iwi and Hapū alliance building and collaboration are embedded in our tribal traditions.

Hōkai Nuku endeavours to build and strengthen the relationships the four Iwi and Hapū Members have forged over time and, through increased collaboration, enhance Iwi and Hapū management and utilisation of their respective rights and interests.

Members collectively;

- provide specialist services which include:
- Liaison, consultation and engagement with Iwi and Hapū Members;
- Cultural advice to Crown agencies and their contractors;
- Cultural impact assessments reports, and
- Other services as agreed.

HŌKAI NUKU OPERATES ON THE FOLLOWING TIKANGA/PRINCIPLES:

Rangatiratanga	Hōkai Nuku reflects the commitment to collaboration on issues between the Iwi and Hapū members as an exercise of their mana. The Iwi and Hapū Members also recognise and affirm that each Iwi and Hapū holds tino rangatiratanga within their respective rohe, the right to self-determine their Iwi and Hapū development and responsibilities to past, current and future generations of their tribal membership.
Toro atu, toro mai	Hōkai Nuku enhances the mana of the Iwi and Hapū Members and seeks to support the aspirations of each of the Iwi and Hapū, through the ethic and practice of reciprocity.
Whānaungatanga	Hōkai Nuku affirms the importance of further collaboration with other Iwi and Hapū members on matters both related to and outside of this forum.
Kotahitanga	Hōkai Nuku Committee Members strive to work together wherever possible to achieve consensus and agree on a position in order to promote unity and consistency.
Te Tiriti o Waitangi	Hōkai Nuku conducts its relationships with the Crown and other agencies in accordance with the Treaty Partnerships.

ROLE PURPOSE

The job involves managing a complex range of both internal and external relationships, agreements and contractual obligations to ensure the Hōkai Nuku strategy is effectively implemented.

The Kaiarahi role has a strong focus on ecological and heritage field work. This position will lead the implementation of all cultural monitoring as well as coordinating and managing the Kaitiaki workforce.

A key function of this role is the development of a pool of tribal Kaitiaki who will implement the Cultural Monitoring Protocol and Ngā Pā o Te Hēmara Tauhia restoration. The Kaiarahi is responsible (with the support of Technical Advisors) for identifying and growing the capacity and capability of iwi members to take up Kaitiaki roles through;

- engaging tribal people in all levels of taonga protection and management
- empowering tribal people to lead development and contribute to their own and tribal prosperity and by encouraging tribal people to give back to their own Whanau, Hapū, Iwi.

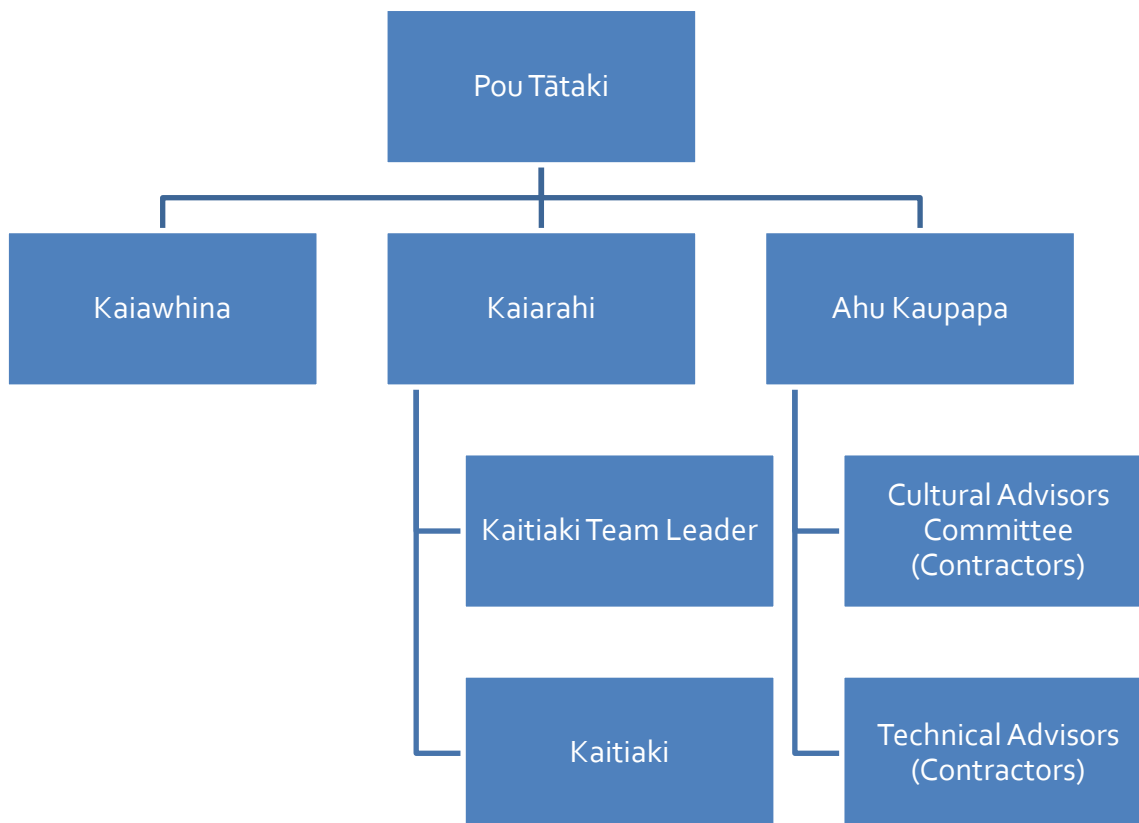
This role works closely with the Kaitiaki Team Leaders who co-ordinate Kaitiaki focused on earthworks during the summer construction season.

A core expectation of this role is to uphold the mana of Hōkai Nuku and build and maintain robust, positive relationships that will protect, enhance and develop the cultural, environmental, economic and social wellbeing of the members of the Hōkai Nuku collective.

NGĀ TIKANGA - CONDITIONS

Reporting To	Pou Tātaki	Direct Reports	(2) Kaitiaki Team Leaders Kaitiaki
Nature and Term	Fixed term full-time	Location	20% based at the Hōkai Nuku Office (Pūhoi) 80% field based (including co-location in P2W Project Company site office).
Financial Responsibility -			

TŌ KAPA – THE TEAM



INTERNAL RELATIONSHIPS

- Hōkai Nuku Board of Directors
- Hōkai Nuku staff, advisors, contracted consultants
- NZTA Staff and advisors

EXTERNAL RELATIONSHIPS

- Shareholder entities and their members
- P2W Project Company
- Third-party contractors and suppliers - Developers and designers
- Community groups
- Other iwi
- Auckland Council
- Heritage NZ
- Government agencies – Transport Agency

KEY RESPONSIBILITIES	DELIVERABLES
Relationship Management	<ul style="list-style-type: none"> Accountable for the development and maintenance of robust relationships that positively represent Hōkai Nuku both internally and externally. Hōkai Nuku is represented early in key decisions, processes and able to influence outcomes for its Iwi members.
Cultural Induction	<ul style="list-style-type: none"> Work closely with the Ahu Kaupapa role and Technical Advisors to ensure that all Project Company staff, field staff, sub-contractors are inducted and trained in the Hōkai Nuku Cultural Monitoring Protocol. This will include presentations to field staff (at either daily tool box/start up meetings on site during construction).
Earthworks Monitoring	<ul style="list-style-type: none"> Determine in consultation with the Project Archaeologist the requirement for earthworks monitoring at particular locations. Oversee Kaitiaki monitoring programme, and ensure transition to trained Kaitiaki as required particularly during the summer earthworks season. Ensure that the Kaitiaki are accountable for monitoring in accordance with the Cultural Monitoring Protocol.
Ki Uta, Ki Tai Environmental activities	<ul style="list-style-type: none"> Initially lead then transition components of Ki Uta, Ki Tai Environmental Activities to trained Kaitiaki particularly during the summer earthworks season. Once the Kaitiaki workforce is established this role steps back to lead. This will initially be provided by a Kaiarahi who will then engage relevant Kaitiaki as required to ensure regular; <ul style="list-style-type: none"> Freshwater and marine monitoring Cultural indicators monitoring (including organising an annual wānanga to engage whānau in the monitoring of Cultural Indicators. and the management of flora and fauna.
Hōkai Nuku work programme	<ul style="list-style-type: none"> Work closely with the Kaiarahi and technical Advisors to ensure the Hōkai Nuku Cultural Services are delivered alongside the; <ul style="list-style-type: none"> Hōkai Nuku Cultural Monitoring Protocol Hōkai Nuku approved Accidental Discovery Protocol Hōkai Nuku Cultural Indicators Monitoring Programme
Cultural Harvest	<ul style="list-style-type: none"> Facilitate the access to cultural materials for Iwi and Hapū members and other traditional users, for both cultural use and restoration projects. Facilitate the participation of specialist advisors – ecology and cultural arts as required.
Leadership	<ul style="list-style-type: none"> Participate fully as part of the leadership team In conjunction with the leadership team; <ul style="list-style-type: none"> ensure that appropriate operational policies are developed, implemented and monitored ensure that financial, capital and human resources are managed professionally participate in the implementation of reviews of projects, programmes and initiatives.

QUALIFICATIONS - NGĀ TOHU MĀTAURANGA

- A relevant tertiary qualification in environmental management with 2-5 years relevant experience or lengthy experience in a kaitiakitanga, iwi environment planning/policy type role is necessary.
- Extensive knowledge of and connections with local iwi and other Māori organisations and networks.
- A strong understanding and working knowledge of the Resource Management Act and related National Policy Statements and Environmental Standards and Regulations
- Experience in any of the following is highly desirable;
 - mahinga kai restoration
 - cultural impact
 - waterways protection.
 - cultural health assessments
 - whenua related monitoring programmes
- Strong project management skills or social research experience
- A full clean driver's licence is required for the role.

PERSONAL ATTRIBUTES

Understands the space and place	<ul style="list-style-type: none"> • Has a strong well-developed bicultural ease and confidence. • Has a strong grounding and knowledge of tikanga Māori, with reference to kaitiakitanga and the management of natural resources. • Displays a competent level of pronunciation of te reo Māori, can converse in te reo Māori and uses it regularly and accurately. • Can demonstrate a level of understanding of Iwi aspirations and the complexities of building an inter-generational approach.
Can work with people	<ul style="list-style-type: none"> • Proven experience in managing relationships, encompassing whānau, hapū and Iwi, diverse communities and stakeholder groups, government agencies and sector groups. • Is thoughtful, resilient, calm and stable in challenging situations
Understands the politics	<ul style="list-style-type: none"> • Networking and facilitation of co-operative working relationships with a range of professional technical services agencies and service providers. • Can manoeuvre through complex political situations effectively and quietly and makes astute and sensible judgements
Grows others	<ul style="list-style-type: none"> • Can manage people in a way that motivates and gains job satisfaction for them. • Can identify, grow and manage talent • Can effectively manage challenging people and situations.
A story teller	<ul style="list-style-type: none"> • Can deliver compelling presentations in hui, wānanga, forum with consultants, key stakeholders and consultants. • Proven ability to communicate effectively, including the ability to write reports for a wide range of audiences • Confidence and ability to organise, co-ordinate and speak at Hui.
Personal values	<ul style="list-style-type: none"> • Is authentic regardless of audience • Has a strong servant leadership focus, willingness to take ownership and be held accountable. • Shows agility and flexibility and has an ability to take on a wide-ranging and unpredictable work portfolio. • Leads by example and works with people • The ability to work independently and as a member of a multidisciplinary team. • Shows initiative and is open to other's ideas • Is energetic and self-motivated • Wants results and is focused • Has an emphatic passion for the kaupapa

Disclaimer

I have read and understood the above position description and accept all the above responsibilities incorporated herein. 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 Hōkai Nuku.

It is acknowledged that to remain current, regular amendments will be required. This is to be co-ordinated in association with the Pou Tātaki of Hōkai Nuku.

Signature

Kaiarahi

Date