



RONGOWHAKAATA IWI TRUST

Position	Te Taiao Officer Internship
Reports to	Strategy Planning and Performance Analyst
Location	Rongowhakaata Iwi Trust Office, Manutuke

ORGANISATIONAL STATEMENT

The Rongowhakaata Iwi Trust (RIT) was established in August 2011 to receive, hold, manage and administer the Trust Fund for every charitable purpose benefitting Rongowhakaata whether it relates to the relief of poverty, the advancement of education or religion or any other matter beneficial to the community of Rongowhakaata and all the Members of Rongowhakaata irrespective of where those Members reside and for every such charitable purpose benefitting members of the community generally.

Purpose

The Te Taiao Officer will be responsible for assisting activities of the Rongowhakaata Iwi Trust.

Such as:

- To champion and engage public with conservation and environment projects of interest to Rongowhakaata iwi, alongside external community officers.
- Assisting with the development and implementation of the RIT environmental and conservation plans;
- Ensuring that reporting and monitoring obligations are adhered to for current and future environmental projects and any related project funding (monthly reporting to RIT, runanga, funders etc.).
- Advising staff of resource management, statutory acknowledgment, permits and consents, proposed or current conservation opportunities as they arise;
- Assisting with the management of conservation / environment / kaitiaki strategic objectives, alongside colleagues and up line;
- Assisting to manage key relationships and maintaining communications as required with Marae, Hapu, external agencies, iwi and organizations;
- Ensuring compliance with relevant legislation.

FUNCTIONAL RELATIONSHIPS:

Internal – CE – Staff	Board/Runanga Committees – Project specific
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External

- Local and Central Government officials including Gisborne District Council, DOC, Ministry for Environment
- Iwi, marae/hapu and PSGE Stakeholders and Networks
- Project contractors, consultants and services

KEY ACCOUNTABILITIES

Focus

- Engage Rongowhakaata Iwi in conservation / environment initiatives and activities.
- Provide RIT with reports that monitor performance against plans.
- Identify & analyse opportunities relating to environment.
- Ensure strategic focus of RIT is verbalized through various submissions, environmental planning, and hui with committees or groups, and external relationships (as appropriate).
- Processing resource consents as required
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Financial Management

- Prepare and assist with delegated Te Taiao related budgets.
- Monitor financial transactions for projects, with consistent reporting.

Relationship Management

- Develop functional internal and external relationships related to environmental sector.
- positive Attend Board meetings as required.



RONGOWHAKAATA IWI TRUST

- Maintain a and ongoing dialogue with community and networks regards to existing and future projects relating to Te Taiao, via email, social media, local hui and training opportunities, and functions.

KNOWLEDGE AND SKILLS

ESSENTIAL

1. Experience and connection with iwi, marae and hapu;
2. A passion for the environment, particularly within indigenous frameworks;
3. The ability to communicate well, both written and oral;
4. Some skill in research, writing, planning, referencing and mapping;
5. Sector knowledge (completed or progressing toward a tertiary qualification);
 - 5.1 For example:
 - Environmental Management;
 - Ecology / Botany / Marine Science / Environmental Science;
 - Iwi Marine and Freshwater studies;
 - Conservation;
 - The Resource Management Act;
 - Native species;
 - Indigenous Knowledge.

WORK EXPERIENCE

Not essential, but expected to be gained through this position.

COMPETENCIES

LEADERSHIP

Te Taiao Officer must be able to demonstrate leadership skills, both in directing Te Taiao objectives and with the community.

STRATEGIC THINKING

Te Taiao Officer must have the ability to think strategically and consider the wider perspective of issues. They should be able to distinguish between governance and operational matters.

COMMITMENT TO EXCELLENCE

Te Taiao Officer must have a commitment to excellence, both personally and for the organisation as a whole.

COMMITMENT AND ADDING VALUE

Te Taiao Officer must be committed to tikanga a Rongowhakaata and be able to commit the time and effort required to carry out their role effectively. They should strive to add value to the organisation in terms of direction and through its community relations, events and projects.

DECISION MAKING

The Te Taiao Officer must have the ability to consider and make decisions, which benefit the iwi. They must demonstrate good judgement, common sense and independence of thought, allowing for a wide perspective on issues.

HONESTY AND INTEGRITY

The Te Taiao Officer must be able to demonstrate honesty and integrity at all times and ensures that they operate an open and transparent manner.

INTERPERSONAL AND COMMUNICATION SKILLS

The Te Taiao Officer must have good interpersonal skills, including the ability to interact and communicate with people from a wide variety of backgrounds, and engage Rongowhakaata Iwi in conservation / environment initiatives and activities.