



# Aukaha

## POSITION DESCRIPTION

Marine Reserve Project Manager

## WHO ARE WE? - KO WAI MĀTOU?

Aukaha Owners	Te Rūnanga o Waihao Te Rūnanga o Moeraki Kāti Huirapa Rūnaka ki Puketeraki Te Rūnanga o Ōtākou Hokonui Rūnanga
Vision	Papatipu Rūnaka and hapū achieve their aspirations and exercise their rakatirataka activated through the ability of Aukaha to facilitate, advocate and champion for their people and rohe.
Mission	Aukaha works on behalf of mana whenua across their rohe providing pathways to a better future for Kāi Tahu, for iwi Māori, and for our wider communities. We ensure mana whenua values are appropriately and authentically woven through the cultural, economic, social, and environmental fabric of the takiwā.

## THIS ROLE - TE AROTAHI MATUA

The Marine Reserve Project Manager will be tasked with working directly with Papatipu Rūnaka to design and implement the co- management framework relating to the establishment of new Marine Protected Areas in the southeast of the South Island. This will include delivering key project(s) as identified through strategic collaboration hui with Te Papa Atawhai and Papatipu Rūnaka, as well as facilitating and supporting engagement with mana whenua to understand key values and aspirations for the SEMP network, including interactions with Customary Management Areas.

## WHO ARE YOUR TEAM? - TŌ KAPA

Reporting to	Chief Executive – Aukaha (1997) Ltd
Nature and Term	Full-Time Fixed Term – 24 months or specified as end of project date
Location	Dunedin
Internal Relationships	
External Relationships	

## KEY ACCOUNTABILITIES - KĀ KAWEKA TAKOHAKA

<p><b>Strategic relationships and management</b></p>	<ul style="list-style-type: none"> <li>• You maintain and grow strong working relationships with the SEMP governance group, Papatipu Rūnaka, Tangata Tiaki, Treaty Partners and external stakeholders.</li> <li>• You can understand and bring together a diverse range of mana whenua values and aspirations and operationalise these in an integrated manner.</li> <li>• Work closely with the mandated SEMP governance group, Rūnaka members, and Tangata Tiaki to understand key values and aspirations for the SEMP network and Customary Management Areas and integrate these into the co-management framework.</li> <li>• Seek to develop partnership opportunities for the project as required or directed</li> </ul>
<p><b>Project Manager and implement the Co-management Framework on behalf of mana whenua and alongside Te Papa Atawhai.</b></p>	<ul style="list-style-type: none"> <li>• Design and implement a co-management framework relating to the establishment of new Marine Protected Areas in the southeast of the South Island that reflects mana whenua aspirations and values</li> <li>• Support Papatipu Rūnaka input in the establishment of a co-management framework including operationalisation (putting structure around each of the levels of co-management) and developing co-management objectives.</li> <li>• Enable Papatipu Rūnaka recruitment of key personnel (senior Kai Tāhu rangers, Kāi Tahu rangers) refining job descriptions, ensuring consistency with co-management objectives.</li> <li>• Lead design and contracting process for mātauraka research strategy and plan.</li> <li>• Lead Kāi Tahu budget allocation elements including design and installation plan for (e.g.) pou whenua and any interpretation signage.</li> <li>• Lead work around establishing arrangements for vehicle leasing or purchasing for Kāi Tahu rangers and field equipment and training.</li> </ul>
<p><b>Project Management and Delivery</b></p>	<ul style="list-style-type: none"> <li>• Work alongside the SEMP Programme Lead to develop the co-management work programme across the structure, including reporting, monitoring and reviewing aspects.</li> <li>• Scope, create and maintain project plans, schedules, registers and reports</li> <li>• Identify dependencies, risks and issues and ensure they are effectively managed</li> <li>• Co-manage budget monitoring and reporting</li> <li>• Establish budget management aspects for Kāi Tahu including invoicing, reporting requirements/accountability etc.</li> <li>• Co-manage project communication to partners and stakeholders</li> <li>• Carry out assigned project tasks and ensure the project is delivered successfully and of high quality</li> <li>• Provide regular project reports as agreed with project governance</li> <li>• Lead reviews to ensure benefits are realised and learnings are recorded and utilised</li> <li>• Where appropriate, hand over project products for business-as-usual management</li> <li>• Any risks or barriers are identified, escalated and managed appropriately</li> </ul>

<b>Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take all practical steps to ensure your own safety and the safety of others in the workplace</li> <li>• Take into account conditions that affect own and others' health and safety</li> <li>• Take a proactive approach to managing your own and others' wellbeing</li> <li>• Take ownership of all training, licensing, first aid, legal certification compliance with all vehicles and equipment.</li> <li>• Comply with all Health and Safety Policies, guidelines and directions of the employer and other entities/sites that you may be working with</li> </ul>
<b>SEMP Team Contribution</b>	<ul style="list-style-type: none"> <li>• Help to define the way the parties work together and collaborate.</li> <li>• Work closely with key Te Rūnanga o Ngāi Tahu staff, and relevant Papatipu Rūnaka/manawhenua.</li> <li>• Display good team member behaviours</li> <li>• Contribute to an inclusive, trusting and respectful team environment</li> <li>• Work with your manager to deliver against identified priorities, and to further the objectives of the team</li> <li>• Work collaboratively with others and contribute effectively</li> <li>• Act in accordance with Aukaha values and Papatipu Rūnaka, iwi, hapū and whānau values</li> <li>• Ensure SEMP information management protocols are adhered to</li> </ul>
<b>Work Management and Delivery</b>	<ul style="list-style-type: none"> <li>• Deliver on tasks as set out in work plans</li> <li>• Identify critical issues and risks and ensure they are constructively raised and addressed</li> <li>• Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied</li> <li>• Administrative activities required to support the tasks associated with the role, including but not limited to reporting and filing as required.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Be punctual and work the hours and times specified</li> <li>• Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard</li> <li>• Support and help develop a positive workplace culture</li> <li>• Responsibly manage all business resources within accountability levels</li> <li>• Undertake all duties and responsibilities outlined in this job description and all other duties as reasonably required by the business</li> <li>• Comply with all employment obligations</li> <li>• Promptly undertake to complete all reasonable and lawful instructions and directions given</li> <li>• Serve the business in good faith, promoting and protecting the business' best interest</li> <li>• During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment</li> <li>• Demonstrate through own actions, a commitment to Health and Safety at work when undertaking work or observing others in the workplace.</li> </ul>

## TO WORK WELL IN OUR SPACE

Understands the space and place	<ul style="list-style-type: none"> <li>• Has a well-developed bicultural ease and confidence.</li> <li>• Has a strong grounding and knowledge of tikaka and relationships within Kāi Tahu/Papatipu Rūnaka</li> <li>• Knowledge of rūnaka structures, relationships and processes and the application of Te Tiriti o Waitangi.</li> <li>• Competence in, or a willingness to become competent in, Te Reo Māori.</li> </ul>
Can work with people	<ul style="list-style-type: none"> <li>• Prioritises and manages relationships with sensitivity and care.</li> <li>• Is thoughtful, resilient and calm under pressure.</li> <li>• Leads by example and works in an inclusive manner.</li> <li>• Can work independently and as a member of a multidisciplinary team.</li> <li>• Is open to the views of others.</li> <li>• Is collaborative and works well with others</li> <li>• Comfortable engaging and working in partnership with Treaty Partners and stakeholders</li> <li>• Works effectively with local whānau, hapū and iwi</li> <li>• Communicates in a clear and engaging manner</li> <li>• Shares learnings and experiences with others</li> <li>• Understands when, where and how to escalate issues that may arise</li> </ul>
Is values driven	<ul style="list-style-type: none"> <li>• Is authentic and pragmatic.</li> <li>• Is willing to take ownership and be accountable</li> <li>• Aligns behaviour, decisions and actions with the core organisational values</li> <li>• Is committed to making a positive impact</li> <li>• Commitment to excellence, collaboration and teamwork</li> </ul>
Is results focused	<ul style="list-style-type: none"> <li>• Is practical and innovative.</li> <li>• Can prioritise tasks to respond quickly to demands, act independently, and work under pressure.</li> <li>• Demonstrates flexibility and can respond to changing needs and priorities.</li> <li>• Shows initiative, is energetic and self-motivated.</li> <li>• Ability to navigate complex cultural and political processes</li> <li>• Plans and organizes work to deliver on objectives</li> </ul>

## EXPERIENCE

Qualifications, skills and experience	<p><b>Personal Attributes</b></p> <p>Understanding of Te Ao Māori worldview  Speaks Te Reo Māori, or willingness to learn  Integrity and a willingness to speak up  Open to different perspectives  Displays composure and a sense of perspective when the going gets tough  Understands self and adapts to change; is development focused</p> <p><b>Specialist Skills</b></p> <p>Able to lead a project in a complex and changing environment  Able to develop relationships, communicate and liaise with managers and stakeholders  Very good written, presentation and oral communication skills  Proficient user of MS Office tools, MS Project and Office 365  Current full driving license</p>
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