



TE RŪNANGA O TOA RANGATIRA

Job Description

Role Title	Resource Management Advisor (RMA) Principal Planner
Organisation	Te Rūnanga o Toa Rangatira Inc.
Business Unit/Team	Ahurea Taiao – Te Mana Taiao
Location	Takapūwāhia Marae Tari, 2 Nohorua Street, Takapūwāhia, Porirua 5022
Reporting to	Kaiwhakahaere Te Mana Taiao
Direct Reports	Nil
Delegated Authority	N/A
Effective Date:	March 2024

Functional Relationships

Internal	<ul style="list-style-type: none">• Direct line manager• Senior leadership team• Peers/colleagues• Rūnanga employees• Iwi members and representatives
External	<ul style="list-style-type: none">• Customers / clients• Partner businesses / organisations• Local & central government organisations• Vendors, service providers and consultants

Strategic Foundation

Ā upane ka upane whiti te rā!	Advancing together into a brighter future.
-------------------------------	--

Moemoeā [Our Vision]

Kia tū ai a Ngāti Toa Rangatira; Hei iwi toa, hei iwi rangatira	Ngāti Toa is a strong, vibrant, and influential iwi, firmly grounded in our cultural identity and leading change to enable whānau wellbeing and prosperity.
---	---

Whaingā [Mission]

Mana Motuhake	Empowering our whānau, reclaiming our iwi self-determination, revitalising our environment; through leadership, innovation, connectedness and exercising our rangatiratanga.
---------------	--

Tikanga [Core Values]

Manaakitanga	Enhancing mana through excellence, generosity, and hospitality
Kotahi Tātou	Inspiring unity and connection
Whakatau Tika	Acting with honesty and integrity
Kaitiakitanga	Sustaining our people and resources
Wairuatanga	Our connection to te ao wairua
Whanaungatanga	Connectedness and kinship
Ahi Ka	Sustainability of our Ngāti Toatanga
Rangatiratanga	Visionary and courageous leadership

Strategic Domains

Ngāti Toa Rangatiratanga	Our Culture and Identity
Oranga	Our Wellbeing
Ohanga	Our Prosperity
Te Ao Tūroa	Our Environment
Whai Mana	Our Organisation

Te whāinga o te mahi [Purpose]

The RMA Principal Planner position within Te Rūnanga o Toa Rangatira serves a critical purpose in ensuring the sustainable management and protection of the natural resources and cultural heritage of Ngāti Toa Rangatira.

This role involves collaborating with iwi, government agencies and the 9 councils within the boundary of Ngāti Toa Rangatira – which covers the bottom of the North Island and the top of the South Island – to develop and implement strategies that promote environmental conservation, cultural preservation, and sustainable development practices.

The environmental planner works closely with iwi members to incorporate mātauranga māori and their values into land and resource management decisions, fostering a holistic approach that honours the interconnectedness of the environment and cultural identity.

By integrating indigenous perspectives and modern planning principles, the RMA Principal Planner plays a pivotal role in safeguarding the well-being of current and

future generations of Ngāti Toa Rangatira Uri, while upholding the principles of kaitiakitanga over te taiao and moana.

Te arotahi matua [Role Deliverables]	
You will be expected to:	You will achieve this by:
Resource Management	<ul style="list-style-type: none"> • Access and manage the potential impacts of resource consent and planning applications on Ngāti Toa interests and respond accordingly. • Advocate for the preservation and protection of Ngāti Toa's traditional relationship with the environment, including the protection of wāhi tapu and other taonga. • Provide sound advice on what resource management opportunities should be prioritised. Provide oversight and direction to the Treaty and Strategic Relationships team, • Take the lead in Resource Management related activities.
People Leadership	<ul style="list-style-type: none"> • Coach, mentor and develop your people and provide annual professional development planning. • Provide effective performance feedback.
Service Delivery	<ul style="list-style-type: none"> • Oversee the maintenance of the current GIS system and update as and when required. • Lead and promote quality service delivery.
Reporting	<ul style="list-style-type: none"> • Manage the preparation of cultural impact reports in response to proposed developments that have the potential to affect Ngāti Toa's interests. • Write submissions presenting Ngāti Toa's view on new and/or amended policies, plans or legislation relating to resource management and environmental issues.

	<ul style="list-style-type: none"> Assist the GM Treaty & Strategic Relationships, as required, to report against operational functions to ensure that regulations are met.
Process Improvements	<ul style="list-style-type: none"> Be proactive in identifying opportunities to exert Ngāti Toa's influence on resource management activities. Evaluate and improve the efficiency of processes and procedures
Relationship Management	<ul style="list-style-type: none"> Work closely with other employees to develop projects aimed at enhancing Ngāti Toa's role as kaitiaki and the overall sustainability of the environment. Proactively maintain and develop strong, working relationships with internal and external stakeholders to champion the Runanga's success. Be the key contact point for Government entities and ensure that parties are fulfilling their agreed obligations. Assist the Rūnanga in facilitating information flows between key stakeholders.
Other duties	<ul style="list-style-type: none"> Assist with any other duties as required

All employees

<p>Health and Safety: To recognise individual responsibility for workplace Health and Safety under the Health and Safety at Work Act 2015</p>	<p>All Level Managers Lead a safe and healthy workplace at Te Rūnanga o Toa Rangatira Inc by:</p> <ul style="list-style-type: none"> Following and implementing, monitoring, and ensuring compliance with all H&S policies and processes Timely escalation of issues to Risk Register as required, Planning, organising, and managing H&S activities directed at preventing harm and promoting wellbeing in the workplace, Early and accurate reporting of incidents at work and raising issues of concern when identified. <p>All Employees Contribute to a safe and healthy workplace at Te Rūnanga o Toa Rangatira Inc by:</p>
---	---

	<ul style="list-style-type: none"> • Following and complying with H&S policies and processes; applying them to own work activities, including using/wearing Personal Protective Equipment as required, • Participating in activities directed at preventing harm and promoting well-being in the workplace, • Identifying, reporting and self-managing hazards where appropriate • Early and accurate reporting of incidents at work and raising issues of concern when identified.
Coach and Mentorship	<p>All Level Managers and Employees</p> <p>Provide leadership from where you are in building the capability of Iwi employed staff at the Rūnanga by:</p> <ul style="list-style-type: none"> • Contributing to coaching and mentoring your fellow colleagues • Sharing your skills and experience to build capability and capacity, • Participating in activities that lifts the overall capability of all Rūnanga staff

Ngā matatau [Behavioural Competencies]	
Upholds the vision and values	People centred
Safety and quality focused	Contributes to team success
Upholds professional and work standards	Takes initiative and furthers innovation
Te reo Rangatira and tikanga	

Ngā tohu mātauranga, tiwhikete, akoranga mahi-ā-rehe, whakangungu [Qualifications, Certifications, Training & Experience Required for the Role]		
	Minimum	Preferred
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in resource management, environmental planning, or related field • In-depth understanding of Te Ao Māori, including tikanga, kawa, and Te Tiriti o Waitangi principles • Proficiency in New Zealand's resource management legislation and planning processes, with consideration of indigenous perspectives 	<ul style="list-style-type: none"> • Master's degree or higher qualification in resource management, environmental planning, or related field • Additional certifications or training in indigenous resource management practices or cultural competency

<p>Skills and Experience</p>	<ul style="list-style-type: none"> • Extensive experience in resource management or environmental planning, preferably within a Māori organisational context, • Strong analytical skills for data interpretation and decision-making, incorporating both western and indigenous knowledge systems, • Excellent written and verbal communication skills, with the ability to engage effectively with iwi/hapū, local authorities, and stakeholders, • Strong knowledge of the RMA planning and consents processes. • Proficiency in Microsoft office 365 suite and 	<ul style="list-style-type: none"> • Experience working directly with iwi/hapū or Māori communities on resource management projects, • Demonstrated ability to lead and facilitate cross-cultural dialogue and collaboration, • Experience in project management or leading complex planning initiatives within a Māori cultural framework, • Knowledge of Māori language (Te Reo Māori) and/or willingness to learn.
------------------------------	--	---

I confirm that I have received a copy of this job description, have read it, understand it, and will adhere to the requirements it details. I understand that there may be minor additions or changes to this in line with the needs of our work. I also understand that if there are any major changes to the requirements of my role I will be consulted.

Employee Name

Employee Signature

Date Signed

Start Date in Role