# 

**Kaiwhakahaere Kaupapa/Project Manager**

Te Taumutu Rūnanga is one of 18 Papatipu Rūnanga of Ngāi Tahu. The whānau of Taumutu descend from the tīpuna *(ancestor)* Te Ruahikihiki and his son Moki (II) settled at Taumutu in the seventeenth century on the shores of Te Waihora *(Lake Ellesmere)*.

The whakataukī *(proverb)* that underpins what the rūnanga is striving for is:  **-** Ko ngā hau ki ētahi wāhi, ko ngā kai ki Orariki - *No matter which way the wind blows, you will always obtain food at Orariki*

An important kaupapa *(ethic)* of Te Taumutu whānau is environmental restoration with a particular focus on enhancing the mahinga kai *(food & food gathering)* habitat.

Whakaora Te Waikēkēwai is a 5 year project aimed at restoring the catchment of Te Waikēkēwai/ Waikēkēwai stream that flows past the Marae and into Te Waihora. This stream is culturally significant for a number of reasons including because it connects Te Pā o Moki to Orariki the Pā of Ruahikihiki.

**The Position**: We’re looking for **Kaiwhakahaere Kaupapa** *(Project Manager)* for a 4.5 year fixed term full time position to lead the achievement of our aspirations to restore the Waikēkēwai catchment. The pay range we’re offering is [75 – 85K p/a].

* We offer our employees kindness, loyalty and flexibility.
* We also offer interesting, dynamic and diverse work.

**Requirements:**

* Must hold a full Class 1 current drivers
* A qualification in project management with continuous improvement methodologies or significant demonstrable experience in these areas.
* Agile and Scrum methodology and delivery qualification or demonstrable experience.
* Business analysis and/or data analyst certification would be an advantage.
* A qualification in change management and/or risk management would be an advantage.

**Responsibilities:**

* Relationship management (both external and internal);
* Supporting staff;
* Ensuring that project activities are completed to the agreed deadlines and budget in the project’s annual plans and five-year work programme;
* The development and management of contracts;
* Financial management of the project’s budget;
* Managing project risks and Health & Safety responsibilities;

**The Location:** Our office is based at 75 Main South Road, Sockburn (town office). We also have staff based at Ngāti Moki Marae (Pohau Rd, Leeston).

**Why Should You Apply?**

* Working in environmental restoration viewed through a cultural lens is an old kaupapa that is today dealing with contemporary issues. This position is in an emerging field of work.
* We guarantee that working in environmental restoration on behalf of Te Taumutu Rūnanga will nourish the health and well-being of employees and give them confidence and resilience.
* Te Taumutu has long standing principles and values with a forward looking kaupapa. Mō tātou, ā, mō kā uri, ā muri ake nei *(for us and our children after us)*
* We offer good, reasonable pay and working hours. Importantly, we also offer opportunities for unique on the job training.

Covid 19 – please supply verification that you have been double vaccinated.

A Job Description is available on request and please complete the application form supplied and send it along with your CV and reference letters to;-

[**Taumutu.Applications@ngaitahu.iwi.nz**](mailto:Taumutu.Applications@ngaitahu.iwi.nz)

**Applications close on 4 February**