



ROLE DESCRIPTION

Job Title	Project Coordinator
Team	Treaty and Crown Matters
Reports To	General Manager
Key Stakeholder Relationships	Treaty and Crown Matters Team – Kāinga Advocates, Legal advice, Historian and Researcher, Policy Advisor. Overlapping Iwi.
Position Type	Contract for Services on a casual basis, invoicing monthly. Hours vary from few (e.g. Dec and Jan) to an increase in the lead up to Kāinga hui or milestone sign offs.
Location	You will work remotely, however, preferably within driving distance of multiple Kāinga.
Contract Term	1 Nov to 31 March. Renewable in new financial year.
Role Purpose	The purpose of the Project coordinator role is to ensure the effective coordination of resources (in its broadest sense) to finalise Treaty and Crown matters: <ul style="list-style-type: none"> • the Pare Hauraki collective agreement, • Tauranga Moana Iwi Collective Framework, and • Marine and Costal Area Act Hearings.

TE TĀWHARAU VALUES

Te Tāwharau o Ngāti Pūkenga is a Post Settlement Government Entity and its actions are driven by its values. The recent Vision review resulted in the creation of Te Pae Tawhiti 2050. The values include:

- Whakawhanaungatanga, we act as a whanau
- Manaakitanga, we care for one another
- Rangatiratanga, we are self-determining
- Auahatanga, we are innovative

It is expected that all those who represent Te Tāwharau, work in a way which is consistent with its values.

KEY RESPONSIBILITIES

Key Responsibilities	Deliverables				
Stakeholder Management	Develop and maintain collaborative relationships with key stakeholders: <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><i>Internal</i></td> <td style="text-align: center;"><i>External</i></td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Trustees (minimal) • General Manager • Kāinga Advocates • Legal • Historian and Researchers • Policy advisor </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Overlapping Iwi (minimal) • Te Arawhiti (previously, Office of Treaty Settlements) </td> </tr> </table>	<i>Internal</i>	<i>External</i>	<ul style="list-style-type: none"> • Trustees (minimal) • General Manager • Kāinga Advocates • Legal • Historian and Researchers • Policy advisor 	<ul style="list-style-type: none"> • Overlapping Iwi (minimal) • Te Arawhiti (previously, Office of Treaty Settlements)
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Project Coordination	<p>Ensure the efficient project coordination, including:</p> <ul style="list-style-type: none"> • Management and phasing of workstreams; • Scheduling of activities; • Time management; • Coordination of Treaty and Crown Matters Team; and • Risk Management.
Contract Management	<p>Ensure the efficient contract management of:</p> <ul style="list-style-type: none"> • Funding provider contract • Treaty and Crown Matters contracts

PERSONAL SPECIFICATIONS

Essential Skills	Familiarity with the Treaty and Crown sector
	Project coordination experience, demonstrated success coordinating complex projects
	Contract management experience
	Risk and conflict management
	Experience managing budgets and financial reporting
	Strong communication and process mapping skills
	Te reo me ona Tikanga, and/or cultural intelligence
Essential Attributes	Capability and capacity to work remotely
	Able to initiate difficult conversations in a respectful way
	Meticulous and quality driven
	Approachable with strong relationship management skills
	Takes initiative and self-managing