



Ngāti Kahungunu Iwi  
INCORPORATED

## JOB DESCRIPTION

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<b>POSITION:</b>	<b>Senior Analyst, Environment &amp; Natural Resources (Taiao)</b>
<b>POSITION HOLDER:</b>	<b>1.0 FTE</b>
<b>NORMAL HOURS:</b>	40 hours per week
<b>RESPONSIBLE TO:</b>	Director, Environment & Natural Resources (Taiao)

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### POSITION PURPOSE

The Analyst of Environment & Natural Resources will undertake analysis and research to provide high quality advice that will ultimately support and protect Ngāti Kahungunu Taiao interests.

### DELEGATED AUTHORITY

Nil

### STRATEGIC SCOPE

The strategic scope is an indication of the level of operation expected within the organisation in order to support the long term vision of Ngāti Kahungunu Iwi Inc.



### FUNCTIONAL RELATIONSHIPS

#### Internal

- Chief Executive Officer
- Director, Environment & Natural Resources
- Senior Management Team
- Board Chairperson
- Board Members
- All Ngāti Kahungunu Iwi Inc employees

### External

- Tangata whenua me ngā hapū o Ngāti Kahungunu
- Kahungunu Asset Holding Company
- Taiwhenua and Taurahere
- Ngāti Kahungunu Organizations including relevant PSGE's
- Community organisations
- Te Ohu Kaimoana
- Ministry of Primary Industries, Fisheries New Zealand and other fisheries and marine related organisations.
- Ministry of Environment and other natural resource related organisations
- Recreational fishing groups and individuals
- Education institutions
- Local and regional government
- Non-government organisations
- Other Iwi and Māori organisations
- Contractors

### **NGĀTI KAHUNGUNU IWI INC VISION**

Kahungunu – Ki Te Whaiao, Ki Te Ao Mārama  
*Achieving excellence in all areas of our lives.*

### **NGĀTI KAHUNGUNU IWI INC MISSION**

Kia maumahara ki te mana āhua ake o Ngāti Kahungunu  
*Uphold the absolute uniqueness of the living breath of Kahungunu.*

To enhance the mana and well-being of Ngāti Kahungunu Iwi.

### **ORGANISATIONAL / TIKANGA VALUES**

The Ngāti Kahungunu Iwi Inc office operates in an integrated manner guided by the Tikanga values of Ngāti Kahungunu – kotahitanga (unity); manaakitanga (respect and hospitality); whanaungatanga (relationships) and wairuatanga (spirituality).

### **KEY TASKS**

- Contribute to the implementation of the *Kahungunu ki Uta, Kahungunu ki Tai Marine and Freshwater Strategic Plan* and other relevant Ngāti Kahungunu Iwi Plans and Strategies.
- Undertake analysis and research as required, using appropriate techniques.
- Prepare written communications and other information on topics of current interest and relevance.
- Maintain awareness over media and other appropriate channels for any issues affecting the current business environment which have potential consequences for Ngāti Kahungunu Iwi fisheries and taiao interests.
- Create, implement and review systems of data collection and analysis to ensure accurate, reliable and relevant data is available for decision making.
- Prepare Board advice

### **KEY COMPETENCIES**

- Excellent interpersonal and relationship building skills.
- High level of attention to detail and proofing skills.
- Excellent time management skills.
- Ability to prioritise tasks appropriately, with flexibility to re-prioritise tasks as and when required.
- Proven ability to work with high degree of responsibility and self-management.
- Maintains high standards of professional behaviour, including respecting confidential information.

- Maintain a pro-active attitude towards and participation in te reo Māori, Ngāti Kahungunu tikanga, principles and practices.
- Maintain a desire to positively assist the Iwi community.

#### **TECHNICAL EXPERTISE**

- Good knowledge of Ngāti Kahungunu hapū and marae structures.
- Demonstrated ability to manipulate data and generate appropriate reports.
- Understanding of the relevant statutory frameworks, policies and processes for fisheries and natural resource management and decision making.
- Knowledge of analytical and quantitative research techniques.
- Highly developed written and oral communication skills, including the ability to present information appropriately to an audience.
- Comprehensive knowledge of Microsoft Office programs.

#### **QUALIFICATIONS**

- Relevant tertiary qualification in science (particularly marine or environmental), natural resource management, planning or law is essential.
- Previous experience in designing and carrying out research projects would be desirable.