

<b>ROLE:</b>	Rural Specialist
<b>REPORTS TO:</b>	Trust & Property Business Manager
<b>TENURE:</b>	Permanent
<b>LOCATION:</b>	Wellington

## About Te Tumu Paeroa

E totoka ai te tumu o te papatipu hei oranga mō Te Iwi Maori, o mua, o naitenei, o anamata hoki. Ko Te Tumu Paeroa tēnei, te kaitiaki, kaitaunaki, kaiwhakawhanake i te mana o ngā whenua Māori, huri noa.

So that the foundations of ancestral lands may be solid, benefitting Māori from our past, present and future alike.

This is Te Tumu Paeroa, guardian, support and advancer of the mana of Māori land everywhere.

## Role Purpose

The Rural Specialist is primarily responsible for:

- Supporting the Property Specialists and managing processes relating to high value farming enterprises managed by Te Tumu Paeroa.
- Working collaboratively with the Property Specialists and other stakeholders to identify best land use options and development opportunities for both land and owners.
- Identifying and implementing development opportunities on multiple owned Māori Land to establish active land-based businesses.

## Key Accountabilities

### Farming

- Assist in the development of appropriate leases for selected Dairy units that will provide owners with better outcomes in the long term.
- Identify opportunities and provide recommendations regarding the use of land block's managed by Te Tumu Paeroa.
- Account manage larger tenants who lease multiple blocks from Te Tumu Paeroa.
- Work closely with farm managers and specialists to determine operational KPIs and their delivery.
- Actively communicate, provide information and customer service to tenant farmers.
- Provide support and advice to ensure tenants are meeting their Local Authority/ National compliance obligations e.g. nitrogen levels, soils, waterways, farm management plans etc.
- Manage a portfolio of farm enterprises and provide monthly reports on their performance.
- Develop Farm Environment Plans.
- Provide relevant monthly reporting to the Trust & Property Business Manager and the SLT.

## Land Support

- Conduct and review block assessments to determine the portfolio status on the ground.
- Review current management arrangements to make recommendations regarding opportunities to optimise the owners' returns and results.
- Assist in operationalising business models and key performance indicators for relevant farming portfolios.
- Identify opportunities to create greater economies of scale.
- Assist Trust & Property staff in assessing potential land uses on other blocks.

## Collaboration

- Support the seamless interaction between Property Specialists and tenants.
- Work in collaboration with Property Specialists on activities relating to the leasing of high value farms, including advertising and selections.
- Where required, assist with the tendering and selection process of tenants.
- Manage and contribute to business unit and teamwork programmes and projects.
- Engage and work in partnership with key stakeholders where appropriate.
- Work with the Trust & Property Business Manager to create planning and monitor methodology, focussing on optimal owner returns within the farming portfolio.
- Contribute to and show leadership in team planning and delivery of key areas of responsibility under the annual business plan.

## Continuous Improvement

- Review systems, policies, procedures and practices to ensure they are achieving the intended results in alignment with the purpose and strategy of Te Tumu Paeroa.
- Contribute to and promote the design and implementation of continuous improvements to systems, technology, processes and procedures to improve service delivery.

## Organisational obligations

- Comply with all policies and procedures set by Te Tumu Paeroa.
- Follow and promote all Health and Safety practices and instructions.

## Professional and Career Development

- In conjunction with your Manager, identify areas for both personal and professional development in line with your Individual Development Plan.

## Core Competencies

### Ngā Pae Mōhiotanga Reo Māori

- Pae Tahī- Te Whakahua: A desire and ability to practise correct pronunciation of Te Reo Māori. (Essential)
- Pae Rua- Te Whakarongo: An ability to understand Te Reo Māori, a desire and ability to practice correct pronunciation of Te Reo Māori. (Desired)

- Pae Toru- Te Mau me Te Whakahoki: An understanding of Te Reo Maori and the ability to answer and converse in the language. A desire and ability to practise correct pronunciation of Te Reo Māori. (Desired)

### **Ngā Pae Mōhiotanga Tikanga Māori**

- Pae Tahī- Nō Ia Rā: An understanding and living of Tikanga Māori on a day-to-day level, for example, the removing of shoes before entering a whare, washing hands at the urupa and not sitting on tables. (Essential)
- Pae Rua- Te Noho Marae: An understanding and living of Tikanga Māori on a noho marae level. Knowing and practising things such as basic karakia, waiata and one's own pepehā. (Desired)
- Pae Toru- Te Ao Wairua: An understanding and living of Tikanga Māori on an Ao Wairua level. Knowing and practising things such as karanga, whaikōrero, whakapapa, karakia tahito and mōteatea. (Desired)

### **Customer Focus**

- Listens to the views of our customers and make decisions in the interests of all owners as a responsible Trustee.
- Models and encourages excellent customer service and considers customers in all business development planning.
- Seeks inputs from customers to ascertain their needs.
- Sets clear expectations with customers and stakeholders and manages or exceeds those expectations.
- Addresses and resolves promptly any customer queries or concerns.

### **Relationship Management**

- Develops relationships within and outside the organisation by working with and through people to achieve outcomes.

### **Teamwork / Interpersonal Skills**

- Builds and maintains relationships through respect for individuals, open communication and displaying sensitivity towards others.
- Demonstrates an approach to working with and through others that shows a willingness and drive to embrace a culture of collaboration and ownership.
- Works comfortably at all levels (internal and external).

### **Quality and Results Focus**

- Is detail conscious and continually strives for greater levels of effectiveness, efficiency, and minimisation of risk.
- Sets goals, predicts and overcomes barriers to achievement.
- Maintains a focus on priorities.
- Demonstrates initiative (i.e. takes action before being asked, makes suggestions on how to improve things, attempts to resolve problems in the first instance.
- Demonstrates energy, determination, tenacity and persistence to achieve outcomes.
- Shows a commitment to continuous learning and development - thus improving capabilities for the organisation.

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### **Higher-level Thinking and Judgement**

- Sees the bigger picture / patterns and connections.
- Is perceptive and insightful – comfortable in a new environment and understands it very quickly.
- Anticipates and identifies consequences of actions and obstacles - makes sound decisions based on thorough analysis.

### **Integrity and Accountability**

- Maintains a high standard of ethical practice, remaining fair, honest, reliable and trustworthy in dealings with all people.
- Demonstrates loyalty to the vision and values of the Māori Trustee through own business practices.
- Portrays a professional image to customers (internal and external) and actively supports Māori Trustee initiatives
- Takes responsibility for own actions.

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