



Tūranga Mahi:	Kaiarataki, Tātai Hapū (Team Lead, Special Projects)
Haora:	37.5 hours per week
Wāhi Mahi:	Operations
Kaitautoko:	Manahautū Herenga Waka (With dotted line to Manahautū Mahi)

Kawatau o te Pakahi | Organisational expectations:

Te Puna Ora o Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients they serve.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora o Mātaatua.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Flexibility in hours may be required to ensure deadlines are met.

Pūtake o te Mahi | Job purpose:

To oversee two interrelated projects with an overall purpose of improving the resilience and emergency preparedness of isolated hāpori and hapū across Mataatua.

Āheitanga Matua | Key Responsibilities:

- Maintaining the well established relationships with hāpori and hapū across Mātaatua
- Developing and implementing a comprehensive project plan and outlining key deliverables over the course of 24 months
- Managing the projects entirely with an emphasis on the scope of works, budget, schedule and quality of mahi. Mitigating and eliminating any risks that may arise
- Organising and facilitating regular wānanga and workshops for Cluster sites, engaging with external providers and specialists with relevant skill sets (such as CDEMs) and other emergency response experts
- Finalising response plans with and for each cluster site in addition to resource assessments and training
- Proactively networking across Mātaatua to enable whānau and the hāpori to contribute insights into their response plans
- Facilitating and maintaining communication with internal and external stakeholders
- Facilitating communication with Cluster sites throughout the project to ensure support, clear messaging, and respect for their Mana Whenua and Mana Motuhake
- Co-ordinating local, regional, and national emergency response wānanga and forums to support the Collective's participation in emergency response planning
- Compiling precise data and information for monthly internal dashboards and regular external reports to the Manahautū Mahi and Manahautū Herenga Waka
- Contributing to the organisational response to community events, including severe weather and other emergency related events
- Carrying out additional ad-hoc tasks within reason as requested by the Manahautū Herenga Waka.



Ngā āhuatanga | Competencies, abilities, and attributes:

- Knowledge of and competence in Te Reo me ōna tikanga
- Understanding and commitment to Te Poutokomanawa o Te Puna Ora o Mataatua Framework
- Knowledge and understanding of the landscape across the EBOP region and Mataatua rohe
- Knowledge of CIMS, CDEMS and local EOC advantageous
- Established relationships across Māori communities of Mātaatua is desirable
- Advanced knowledge and experience with CMS systems (Ara Whānui preferable)
- At least three years of experience in project management
- Proficient in project management tools and software (Certification in project management (PMP, PRINCE2, etc is advantageous)
- Strong analytical, data-entry, and time management skills
- Strong attention to detail and professionalism
- Self-motivated and ability to prioritise work ensuring deadlines are met
- Advanced level of literacy in office systems, including the Microsoft Office suite of products
- A level of Whānau ora experience and understanding advantageous
- Ability to engage, develop and maintain relationships with kaimahi and relevant stakeholders, whanau, hapu and hāpori of Te Puna Ora o Mātaatua
- Excellent verbal and written communication skills
- Strong leadership, problem-solving, and decision-making skills
- Working knowledge of the Privacy Act, Health and Safety in Employment Act, and other relevant legislation.