

Ngā Wai Tōtā Project Coordinator

Position Title: Ngā Wai Tōtā Project Coordinator

Reporting to: Chair and Deputy Chair of Ngā Wai Tōtā

Location: TBC

Fixed Term: 12 months

Hours: 0.4 - 0.6 FTE

Employment Basis: This role may be filled as either a fixed-term employment position or a contractor engagement for a 12-month term.

Remuneration: An indicative remuneration package of \$80,000 - \$100,000 per annum FTE equivalent is available for employment appointments. Contractor proposals will be considered at equivalent market rates.

Purpose of the Position

To provide high-quality administrative, secretariat and coordination support to Ngā Wai Tōtā, the joint committee established under the Ngāti Rangi Claims Settlement Act. The role ensures that hui and associated work programmes run smoothly, that members are well-supported, and that the administrative foundations are in place to enable effective partnership, decision-making and implementation of statutory responsibilities.

The position requires excellent relationship skills, a strong understanding of Te Ao Māori, Tikanga, and Te Reo Māori, and the ability to work confidently and respectfully with iwi

FUNCTIONAL RELATIONSHIPS

Internal

- Chair, Deputy Chair and members of Ngā Wai Tōtā
- Ngā Wai Tōtā Project Director
- Horizons GM Strategy Regulation and Science
- Te Ao Māori / Te Tiriti teams
- Catchment Management, Policy, and Strategy teams
- Communications and Engagement
- Governance Support
- Other Council staff involved in Te Waiū o te Ika, freshwater, cultural and environmental programmes



External

- Hapū and iwi partners across the Te Waiū o te Ika rohe
- Stakeholders involved in catchment work programmes
- Service providers (venue hire, catering, transport, technical support)
- Community organisations, consultants, and contractors

KEY RESULT AREAS

1. Secretariat and Meeting Administration

Accountable for:

- Coordinating all aspects of Ngā Wai Tōtā hui and workshops.
- Preparing meeting schedules, agendas, pre-reading packs and distribution.
- Taking accurate, culturally appropriate minutes and tracking actions.
- Managing the conflicts of interest register.
- Supporting Committee co-chairs with administrative and governance requirements.

Successful when:

- Hui are well-organised, inclusive, and run smoothly.
- Members receive timely, clear, high-quality information.
- Decisions, minutes and action lists are accurate and delivered on time.
- Conflicts of interest are recorded and managed appropriately.

2. Logistics, Coordination and Event Support

Accountable for:

- Booking venues, arranging catering, equipment, transport and travel.
- Managing RSVPs, attendance lists and member support.
- Coordinating field visits or wānanga for Ngā Wai Tōtā.
- Ensuring cultural needs (e.g., pōwhiri processes, karakia, marae protocols) are appropriately considered.

Successful when:

- All hui and events run reliably and without logistical issues.
- Members feel supported and practical needs are anticipated.
- Field visits and wānanga are safe, well-organised, and strengthen relationships.

3. Communication and Stakeholder Support

Accountable for:

- Maintaining effective and timely communication with Committee members and stakeholders.
- Preparing updates, notices, information summaries and correspondence.
- Supporting wider Council and iwi communication activities for Ngā Wai Tōtā.

- Ensuring documentation is stored and managed appropriately in accordance with Council and public records standards.

Successful when:

- Members remain well-informed and engaged.
- Communication enhances collaboration and transparency.
- Records are accurate, secure, and easy to access.

4. Project and Programme Support

Accountable for:

- Assisting with coordination of small projects arising from Ngā Wai Tōtā work programmes.
- Providing administrative support for the development of Te Tahoratanga and the register of commissioners.
- Maintaining work plans, tracking progress, and supporting reporting.
- Supporting simple procurement tasks such as gathering quotes and organising contractors using Horizons Regional Council procurement frameworks

Successful when:

- Assigned project tasks are delivered reliably and on time.
- Accurate information helps the Coordinator keep projects on track.
- Programme documentation is organised and complete.

PERSON SPECIFICATION

Knowledge and Experience

- Experience in administration, governance support, secretariat or committee servicing roles.
- Demonstrated ability to schedule meetings, prepare agendas, and take minutes.
- Understanding of Te Ao Māori, Tikanga, and Te Reo Māori appropriate to the role.
- Experience working with iwi, hapū or Māori organisations (highly desirable).
- Strong relationship and communication skills within bicultural settings.
- Experience managing logistics for hui, events, or community engagements.
- Understanding of local government or Treaty settlement structures (desirable).
- Current full driver's licence (required).

Skills and Attributes

- Excellent written and verbal communication.
- Highly organised, detail-focused, and reliable.
- Able to manage multiple tasks and meet deadlines.
- Professional, discreet, and able to maintain confidentiality.

- Collaborative, respectful and comfortable engaging with diverse groups.
- Demonstrated cultural capability and willingness to continue growth.

KEY JOB COMPETENCIES

- Understanding of Te Ao Māori, Tikanga, and Te Reo Māori appropriate to the role.
- Proficiency with Microsoft Office suite (Outlook, Word, Excel, Teams).
- Ability to manage and maintain digital filing systems (SharePoint or equivalents).
- Competence in minute-taking and agenda preparation.
- Use of online meeting platforms (Teams, Zoom) and associated AV tools.
- Basic project coordination skills.
- Ability to learn new systems and software as required.

HEALTH AND SAFETY

Accountable for:

- Taking all practicable steps to ensure personal safety and the safety of others.
- Complying with Horizons Regional Council health and safety policies, procedures, and reporting requirements.
- Reporting hazards, near misses and incidents promptly.
- Ensuring safe practices during hui, field visits, wānanga, and travel.
- Participating in health and safety training and inductions as required.

Successful when:

- Health and safety responsibilities are modelled consistently in daily work.
- Risks are identified early and managed appropriately.
- Hui, events and field activities are delivered safely and in line with Council and iwi expectations.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response (note: this applies to fixed-term employment appointments only)
- Maintain a proactive approach to Safety and Wellbeing in relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.