

Ngā Wai Tōtā Project Director

Position Title: Ngā Wai Tōtā Project Director

Reporting to: Chair and Deputy Chair of Ngā Wai Tōtā

Location: TBC

Fixed Term: 12 months

Hours: 0.6-0.8 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 \$125,000 - \$160,000 per annum FTE equivalent is available for employment appointments. Contractor proposals will be considered at equivalent market rates.

Purpose of the Position

The Ngā Wai Tōtā Project Director provides strategic, relational, project management and oversight of the functions that support the effective operation of Ngā Wai Tōtā—the joint committee established under the Ngāti Rangi Claims Settlement Act.

The role ensures the coordinated delivery of Ngā Wai Tōtā work programmes, including development of Te Tāhoratanga, communication and promotion, secretariat oversight, technical support coordination, project implementation, and advice on RMA and planning matters.

The role requires strong relationship capability, deep understanding of tikanga, Te Ao Māori, Te Waiū o te Ika, and the ability to work respectfully and confidently with iwi partners, council teams, technical specialists and external stakeholders.

FUNCTIONAL RELATIONSHIPS

Internal

- Chair, Deputy Chair and members of Ngā Wai Tōtā
- Ngā Wai Tōtā Project Coordinator
- Horizons GM Strategy Regulation and Science
- Te Ao Māori / Te Tiriti teams
- Policy, Strategy, and Environmental teams
- Freshwater, Biodiversity, Catchment Management and Science teams
- Governance Support
- Communications and Engagement
- Finance and Procurement
- Secretariat / Administrator (direct oversight)



- Other Council teams with technical expertise (GIS, consents, infrastructure, etc.)

External

- Iwi & hapū in the wider Te Waiū o te Ika rohe
- District councils
- Crown Research Institutes and research organisations
- Technical consultants and subject-matter experts
- Government agencies (e.g., DoC, MfE, Waka Kotahi)
- Community organisations and interest groups
- Event organisers, designers, media, communications providers
- Funding bodies and philanthropic organisations

KEY RESULT AREAS

1. Strategic Leadership and Advice

Accountable for:

- Providing strategic advice to Ngā Wai Tōtā.
- Preparing discussion papers, briefings and options analyses.
- Supporting iwi and council representatives in understanding implications, opportunities and risks.
- Ensuring advice is grounded in Te Ao Māori, tikanga, Te Waiū o te Ika, and Treaty partnership.

Successful when:

- Ngā Wai Tōtā receives well-analysed, high-quality strategic advice.
- Advice supports decision-making and progresses the kaupapa.
- Relationships are strengthened through respectful, culturally grounded engagement.

2. Development and Coordination of Te Tāhoratanga

Accountable for:

- Leading, coordinating or overseeing the development of Te Tāhoratanga.
- Designing a staged delivery plan across writing, technical inputs, consultation and production.
- Working with iwi writers, council technical teams, and external contractors.
- Coordinating consultation, collation of submissions, and post-consultation reporting.
- Ensuring Te Tāhoratanga reflects Ngā Wai Tōtā direction and values.

Successful when:

- Te Tāhoratanga progresses through a clear, transparent, staged process.
- Technical and cultural content is integrated appropriately.
- Consultation is well-run and inclusive.
- Submission analysis and reporting is delivered professionally.

3. Oversight of Secretariat and Governance Support

Accountable for:

- Providing direction, support and oversight to the Ngā Wai Tōtā Secretariat/Administrator.
- Ensuring agendas, papers, minutes and logistics are high quality and delivered on time.
- Supporting governance processes including conflicts of interest, recordkeeping and transparency.

Successful when:

- Meetings and governance processes run smoothly.
- Secretariat functions are well managed and responsive.
- Members feel supported and informed.

4. Communication, Promotion and Engagement

Accountable for:

- Ensuring Ngā Wai Tōtā communications are accurate, timely and culturally appropriate.
- Overseeing or delivering comms functions including:
 - Maintaining website content
 - Managing social media
 - Event promotion
 - Media responses
 - Developing promotional material such as videos
 - Promoting consultation on Te Tāhoratanga
- Coordinating with council and iwi comms teams or contractors.

Successful when:

- Engagement is positive and the kaupapa is clearly communicated.
- Key messaging reflects Te Waiū o te Ika values and perspectives.
- Events and consultations are well promoted and well attended.
- Public-facing information is accurate and up to date.

5. Project Management and Implementation Oversight

Accountable for:

- Coordinating and tracking actions arising from Ngā Wai Tōtā decisions with support from secretariat/ admin role.
- Supporting and enabling implementation activities across multiple organisations.
- Example areas include:
 - Commissioner training for the Catchment Register
 - UNESCO recognition work
 - Awa hīkoi, canoe/raft events
 - Rohe signage
 - Fish passage improvements or other environmental tasks
- Ensuring budgets and resources are monitored effectively.

Successful when:

- Implementation is coordinated and aligned with Ngā Wai Tōtā intentions.
- Partner organisations are enabled to contribute meaningfully.
- Actions are tracked, visible and progressing.
- Budget and resource use is transparent and well managed.

6. Coordination of Technical Support

Accountable for:

- Identifying technical support needs across ecological, cultural, environmental, planning and mapping areas.
- Coordinating input from technical staff within council, iwi entities, CRIs and other experts.
- Providing high-level technical context to Ngā Wai Tōtā.
- Ensuring technical outputs (maps, reports, research summaries) meet quality standards.

Successful when:

- Technical support is well matched to the kaupapa and needs of Ngā Wai Tōtā.
- Advice is integrated effectively into Te Tāhoratanga and committee decisions.
- Technical relationships are strong and collaborative.

7. Funding, RMA Matters and Policy Coordination

Accountable for:

- Identifying and sourcing funding to support Te Waiū o te Ika programmes.
- Coordinating responses to RMA matters where relevant to Ngā Wai Tōtā, including policy changes and resource consents.

- Clarifying roles between iwi, council and Ngā Wai Tōtā on planning and statutory matters.
- Ensuring commissioner training programmes for the Catchment Register are developed and delivered.

Successful when:

- Funding opportunities are pursued and secured where appropriate.
- RMA responses are coordinated, consistent and aligned with Ngā Wai Tōtā direction.
- Commissioners are supported and trained to a high standard.

PERSON SPECIFICATION

Knowledge and Experience

- Strong experience in partnership or relationship-based roles, ideally in an iwi–council context.
- Deep understanding of Te Ao Māori, Tikanga, and Te Reo Māori appropriate to the role.
- Familiarity with Te Waiū o te Ika context, perspectives, and Treaty settlement arrangements.
- Proven experience in project management or programme coordination.
- Experience developing strategic advice, policy papers or planning documents.
- Experience working with technical specialists in science, environmental management or planning.
- Communications and engagement experience including media, social media or public promotion.
- Experience with consultation and/or plan development processes (desirable).
- Understanding of RMA processes and policy frameworks (desirable).
- Experience managing or overseeing staff or contractors (desirable).
- Current full driver’s licence (required).

Skills and Attributes

- Outstanding relationship-building skills, with a tikanga-led approach.
- Skilled communicator able to tailor approach to iwi, community, technical and governance audiences.
- High-level coordination, organisational and project management capability.
- Ability to integrate cultural, environmental, scientific and policy perspectives.
- Strong problem-solving and critical thinking skills.
- Able to work with competing priorities, often across multiple organisations.
- Professional, discreet and trusted to work with sensitive information.
- Warm, collaborative, adaptable and able to navigate complexity.

KEY JOB COMPETENCIES

- Deep understanding of Te Ao Māori, Tikanga, and Te Reo Māori appropriate to the role.
- Proficiency with Microsoft Office (Outlook, Word, Excel, Teams).
- Use of online meeting tools and digital collaboration platforms (Teams, Zoom, SharePoint).
- Ability to oversee governance systems and workflows.
- Familiarity with communications tools (basic social media, website CMS, video briefs).
- Basic budgeting and financial tracking.
- Ability to work with GIS or technical information (desirable—not required).

HEALTH AND SAFETY

Accountable for:

- Ensuring personal safety and the safety of others at all times.
- Complying with all H&S policies, procedures and statutory obligations.
- Reporting hazards, risks, incidents and near misses promptly.
- Ensuring safe practices during hui, field visits, wānanga and travel.
- Contributing to H&S planning for events and site-based activities.
- Participating in H&S training and inductions as required.

Successful when:

- Health and safety is embedded in daily practice.
- Risks are anticipated and managed appropriately.
- Field visits and events are carried out safely and professionally.