**POSITION DESCRIPTION**

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| **Position** | Ahu Whenua - Forestry Supervisor |
| **Reporting to:** | Ahu Whenua - Forestry Manager |
| **Working relationship:** | Group CEO  General Manager Commercial Operations  Ahu Whenua - Forestry Manager  Property Manager  Pest Control Supervisor General Labourers  Taiao Manager |
| **Staff responsibility:** | Up to 4 direct reports |
| **Job purpose** | To provide daily leadership, supervision and monitoring for a team of general labourers working in support of Te Rūnanga o Ngā Wairiki – Ngāti Apa Group activities and businesses. |

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| **WHO ARE WE** |
| Te Rūnanga o Ngā Wairiki – Ngāti Apa and its associated Group of entities has particular responsibilities to work with our whānau, hapū and Iwi to protect Ngā Wairiki – Ngāti Apa values for the environment, as well as to lead an iwi response to climate change and protecting and growing remaining biodiversity within the rohe. We work in alignment with our tikanga values, called “Ngā Paiaka Matua”. These values are listed in the next section.  The Rūnanga has operated since 1989, and has made significant gains, including the completion of Treaty settlements, which has seen an asset base returned to the Iwi, the management of which has been delegated to Ngā Wairiki – Ngāti Apa Developments Limited. The iwi has experienced considerable growth since 2011 when Treaty assets were received. The Rūnanga Group now employs in excess of 30 staff and this number is growing as a range of direct local investments take shape. At the same time, the Group is growing its range of social and taiao programmes aligned to the direct investments and asset development  Our core strategic themes are:   * + Whakarato – serve   + Tūhono – engage   + Hapū Ora – hapū development   + Tiaki – protect   + Whakatupu – grow   Our promise: We are who we say we are, and we do what we say we will do.  Our organisational objective: To translate our core values, Ngā Paiaka Matua, into meaningful and achievable practices and behaviours. |

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| **NGĀ PAIAKA MATUA** | |
| **Manaakitanga**  *Care and Respect* | Treating people with unconditional care and respect. This behaviour will define the culture of our Rūnanga, as a place of warmth and hospitality, where everyone feels equal, and everyone feels welcome. Mana enhancing behaviour is to be a theme in all that we do. |
| **Te Reo me ngā Tikanga**  *Culture and Language* | Our Rūnanga will teach, learn, uphold and use our reo and our tikanga and will become a hub for the revitalisation of these taonga tuku iho. |
| **Kotahitanga**  *Unity* | Working with others in many shapes and forms to achieve positive outcomes for everyone. This Rūnanga will value relationships and partnerships, and will continually put sustainable positive outcomes for whānau, hapū and community ahead of self interest in everything that we do. |
| **Wairuatanga**  *Spirituality* | It is understood that our ancestors were deeply spiritual people. Our Rūnanga will uphold tikanga that accommodates karakia and practises from both the te ao tawhito (pre-European) and Christian foundations handed down by our tupuna. Additionally, our Rūnanga will be a place of spiritual and religious tolerance and freedom. |
| **Whanaungatanga**  *Sense of family connection and belonging* | This Rūnanga is a place where our whānau, hapū and Iwi, local Māori, Pasifika and the community at large are drawn and they feel they belong. |
| **Kaitiakitanga**  *Guardianship* | Caring for our environment is the challenge of our generation. Our Rūnanga will work with our hapū to protect and enhance the physical environment in which we live in everything we are associated with. This is vital work to ensure a sustainable future for our mokopuna and generations to come. |
| **Rangatiratanga**  *Leadership* | Demonstrating leadership to uphold Ngā Paiaka Matua and represent our Ngā Wairikitanga and our Ngāti Apatanga, consistent with the values of our tupuna. Rūnanga leadership will be proud, committed, passionate and authentic in all that we do on behalf of our whānau, hapū and Iwi. |
| **Whakapapa**  *Genealogy* | Revered lines of descent from ancestors such as Paerangi and Ruatea and many other famous ancestors are central to our identity and our unity as Ngā Wairiki and Ngāti Apa. This Rūnanga will work with our hapū to collect, record and share whakapapa as a hub where our people can reconnect. |
| **Ūkaipōtanga**  *Love for our tupuna whenua and wai* | Ancestral lands, wetlands, lakes, rivers, streams and the ocean are central to Ngā Wairiki and Ngāti Apa identity. This Rūnanga will work in a way that puts our people back in contact with their whenua and wai in a manner that fosters real love for these places. This love for our tupuna whenua and wai is to be shared with the community to foster understanding and to promote our values and identity. |

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| **THE ROLE** |
| This role requires leadership qualities, commitment, reliability, physical strength and fitness to tackle demanding tasks including, but not limited to, forest establishment and silviculture of native and exotic forest, pest animal management and general labouring on development projects. This work will principally be within the Ngā Wairiki – Ngāti Apa Group, but at times, may include doing contract work for third parties in order to keep the work programme filled.  High standards of health and safety are expected at all times in and around this role. |

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| **DUTIES AND RESPONSIBILITIES** |
| **Operational Responsibilities**   * To provide day to day leadership and supervision for a team of labourers. * Working closely with the Forestry Manager to set the work programmes. * Take responsibility for the productivity of the team and getting the tasks done on time and to industry standards. * To regularly scan working environments to identify and manage risks to health and safety. * Lead compliance with health and safety requirements, including daily procedural work, incident reporting and addressing any unsafe practices. * To work alongside team members to achieve production expectations. * To assist the Forest Manager in training team members in forest labouring skills where necessary. * Communicate regularly with the Forestry Manager.   **Health & Safety**   * Understand and endorse health and safety initiatives and safe work practices. * Ensure all incidents are lodged in 365 and follow up on supporting documentation. * Where required, participate in Health & Safety meetings and take on selected tasks that support the health and wellbeing of all those that enter onto our sites.   **General Provisions**   * Actively participate in Te Rūnanga o Ngā Wairiki Ngāti Apa kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc; * Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring; * Ensure you maintain an accurate and up to date understanding of Rūnanga Group policies and that you uphold these at all times; * Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times; * Proactively promote Te Rūnanga o Ngā Wairiki – Ngāti Apa in a positive light in all activities; * Actively participate in ongoing professional development and in service training opportunities; |

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| **AUTHORITY** |
| **Operations**   * All procurement process will follow the Ngā Wairiki – Ngāti Apa Developments Limited Procurement Policy. Any procurement recommendations will be supported by two quotes and approved by the Group Finance Manager.   **Finance**   * To be confirmed |

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| **EXPERIENCE, SKILLS AND QUALIFICATIONS** |
| **Experience**   * Must have a valid Full driver’s licence. * Forestry or outdoor supervision experience of at least 5 years. * Must be over 18 years of age. * Ability to do physical labour and strenuous physical tasks. * Ability to work in all weather. * Be punctual and reliable. * Able to operate well under instruction. * Ready to learn from on-the-job training when necessary. * Ready to undertake formal training when necessary. * Team leadership and supervision experience. * Ticketed chainsaw operator with experience. |

*The above statements are intended to describe the general nature and level of work being performed by the job holder. This job description is not intended to be an exhaustive list of all responsibilities, or skills required of the job holder. From time to time, the job holder may be required to perform duties outside of their normal responsibilities as needed.*