

Whaka-Ora Healthy Harbour Programme Manager



Horopaki | Context

Whaka-Ora Healthy Harbour is a programme to improve the environmental and cultural values of Whakaraupō/Lyttelton Harbour. It implements the Whakaraupō/Lyttelton Harbour Catchment Management Plan to achieve its purpose of:

“Restoring Whakaraupō/Lyttelton Harbour so that all those who call the area home can engage in mahinga kai practices, from the mana whenua of Ngāti Wheke, through to the locals living in the harbour and those who visit from elsewhere either for work or leisure, through to the Port and its community of workers”

At the heart of the programme is the community of Whakaraupō/Lyttelton Harbour.

The programme is co-governed by the Whaka-Ora Healthy Harbour Partners – Te Hapū o Ngāti Wheke, Te Rūnanga o Ngāi Tahu, Canterbury Regional Council (Environment Canterbury), Lyttelton Port Company Limited, and Christchurch City Council. Priorities and intended outcomes for the programme are set by these partners.

There are three pou/guiding principles for Whaka-Ora Healthy Harbour. These pou reflect the customary systems of values and practices driven from a community within the takiwā of Whakaraupō.

- *Change-making:* Whaka-Ora Healthy Harbour aims to guide and support change-makers in actions that will have a positive impact on our harbour.
- *Mō tātou, ā, mō kā uri ā muri ake nei. For us and our children after us:* Whaka-Ora Healthy Harbour will provide a platform for future gains that will then be taken forward by the next generation of people invested in the future of Whakaraupō/Lyttelton Harbour.
- *Collaboration:* Whaka-Ora Healthy Harbour will give preference to actions and ideas that involve or bring together multiple groups to achieve outcomes.

The role will be managed by Environment Canterbury, and will be part of the Partnership Programmes team, as part of Environment Canterbury’s contribution to the co-governance partnership. The primary location for the role will be the office of Te Hapū o Ngāti Wheke, and the role will also spend time in the offices of Environment Canterbury (Partnership Programmes team, Central Biodiversity and Biosecurity team), Lyttelton Port Company, Te Rūnanga o Ngāi Tahu, and Christchurch City Council. The position has two reporting lines: one to the Whaka-Ora Healthy Harbour Partners, and another within Environment Canterbury (Appendix 1).

Aronga | Purpose

The purpose of this role is to lead the delivery of the Whaka-Ora Healthy Harbour programme to achieve the purpose of the Whakaraupō/Lyttelton Harbour Catchment Management Plan.

Ngā Haepapa | Accountabilities

- Establish and maintain high-trust and high-integrity professional relationships with the relevant individuals and entities from whom the Programme Manager receives strategic guidance and direction, in order for the Programme Manager to effectively lead the programme of work.
- Communicate and collaborate with all the stakeholders across the Whakaraupō community, establish connections between them, and link their work to the vision and goals of the Whakaraupō/Lyttelton Harbour Catchment Management Plan.
- Ensure that Whaka-Ora Healthy Harbour Plan is delivered with understanding of tikanga and cultural narrative.
- Work closely with the Senior Managers Group to develop and implement the overall annual work programme as set out in the Whaka-Ora Healthy Harbour Plan, for consideration and approval by the Whaka-Ora Healthy Harbour Governors.
- Ensure the effective delivery of programme projects within agreed scope, budget and quality expectations.
- Manage and foster relationships with community and relevant agencies to enable alignment with the Plan and its outcomes.
- Maintain and co-ordinate a Community Advisory Group (CAG). The CAG is appointed by the Whaka-Ora Healthy Harbour Governors to advise governance.
- Work with the Co-Chairs of the Whaka-Ora Healthy Harbour Governors to foster funding opportunities and assist with obtaining external funding for projects.

A full list of the accountabilities of the role are in Appendix 2.

If required – and with agreement from the Whaka-Ora Healthy Harbour Partners – you may be asked to temporarily support other co-governance arrangements.

Toitū Te Tiriti | Treaty Partner Excellence

The role is an expression Te Tiriti partnership, as it works for a co-governance relationship between iwi, local government and Lyttelton Port Company, and where community is at the heart of the programme. Therefore, you will be expected to undertake your daily mahi in keeping with the principles of Te Tiriti/the Treaty of Waitangi: partnership, participation and protection, as well as rangatiratanga (self-determination), equity, and active protection.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Whaka-Ora Healthy Harbour Partners, and Environment Canterbury proactively implements robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Hoa Kāwana | Within the Co-governance partners

- The role is responsible to the Whaka-Ora Healthy Harbour Governors, and will ensure a close working relationship with the Co-Chairs.
- The role will contribute toward an effective, strong and valued relationship across the partnership, recognising that Te Hapu o Ngāti Wheke hold rangatiratanga, mana whenua and mana moana for Whakaraupō/Lyttelton Harbour.
- The role will work with the staff within the partner organisations, with guidance from the Senior Managers Group, to enable the delivery of the programme.
- The role will be accountable to the Team Leader Partnership Programmes (Environment Canterbury).
- The role will demonstrate Environment Canterbury's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.

Kai waho i te Hoa Kāwana | Outside the Co-governance partners

- The role will pro-actively engage with community groups, residents, businesses and agencies that operate in Whakaraupō/Lyttelton Harbour involving both communication about Whaka-Ora Healthy Harbour, and understanding of community initiatives. The role will also establish connections

between stakeholders, and to the vision and goals of the Whakaraupō/Lyttelton Harbour Catchment Management Plan.

- The role will engage with the Community Advisory Group members – including communication and organisation of meetings.
- The role will work with the Co-Chairs of the Whaka-Ora Healthy Harbour Governors to seek opportunities for support and alliance from funding agencies and other key organisations.

Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A relevant tertiary qualification is essential.

Mātau ā-wheako | Experience

- Excellent relationship management skills.
- At least five years programme management experience, including programme/project planning, implementation, budgeting monitoring and reporting is required.

- At least five years relationship management experience, with a proven ability to work across a broad range of stakeholders.
- Understanding of Māori cultural values and/or experience working within a kaupapa Māori environment.
- Experience working in a community setting or voluntary or related sector.
- Experience in strategic planning and coordination.
- Experience with preparing or assessing funding applications.
- Familiarity with the Whakaraupō/Lyttelton Harbour community and ecological health is desirable.
- Knowledge of local government, financial literacy and well-developed collaborative influencing and negotiating skills.
- A current full driver's licence with a clean driving record and the ability to drive vehicles with a manual or automatic transmission.

Ngā Pūkenga Rangapū | Partnership Competencies

The Whaka-Ora Healthy Harbour partners expect the following expected competencies in the role.

- Partnership: Ensuring that perspectives of the partnership is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the Whaka-Ora Healthy Harbour partners.
- Leadership: Providing direction in line with the partnership and the Whaka-Ora Healthy Harbour Plan. Productive oversight of systems and processes to enable implementations of actions and connecting people and projects.
- Strategic Outcomes: Working across multiple agencies to increase alignment, in order to achieve programme goals.
- Relationships: Effective in building and maintaining relationships and working with the groups and stakeholders across the partnership. Ability to work as a team and make connections.
- Vision: Effective in building and maintaining relationships and working with the groups and stakeholders across the partnership. Ability to work as a team and make connections.
- Communication: Ability to communicate the work programme and vision of the Whaka-Ora Healthy Harbour Plan and report programme successes and progress to a variety of audiences.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Technical Lead level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.

Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade	Position Code	Last Updated
7	OPERRES.036	[...]

I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

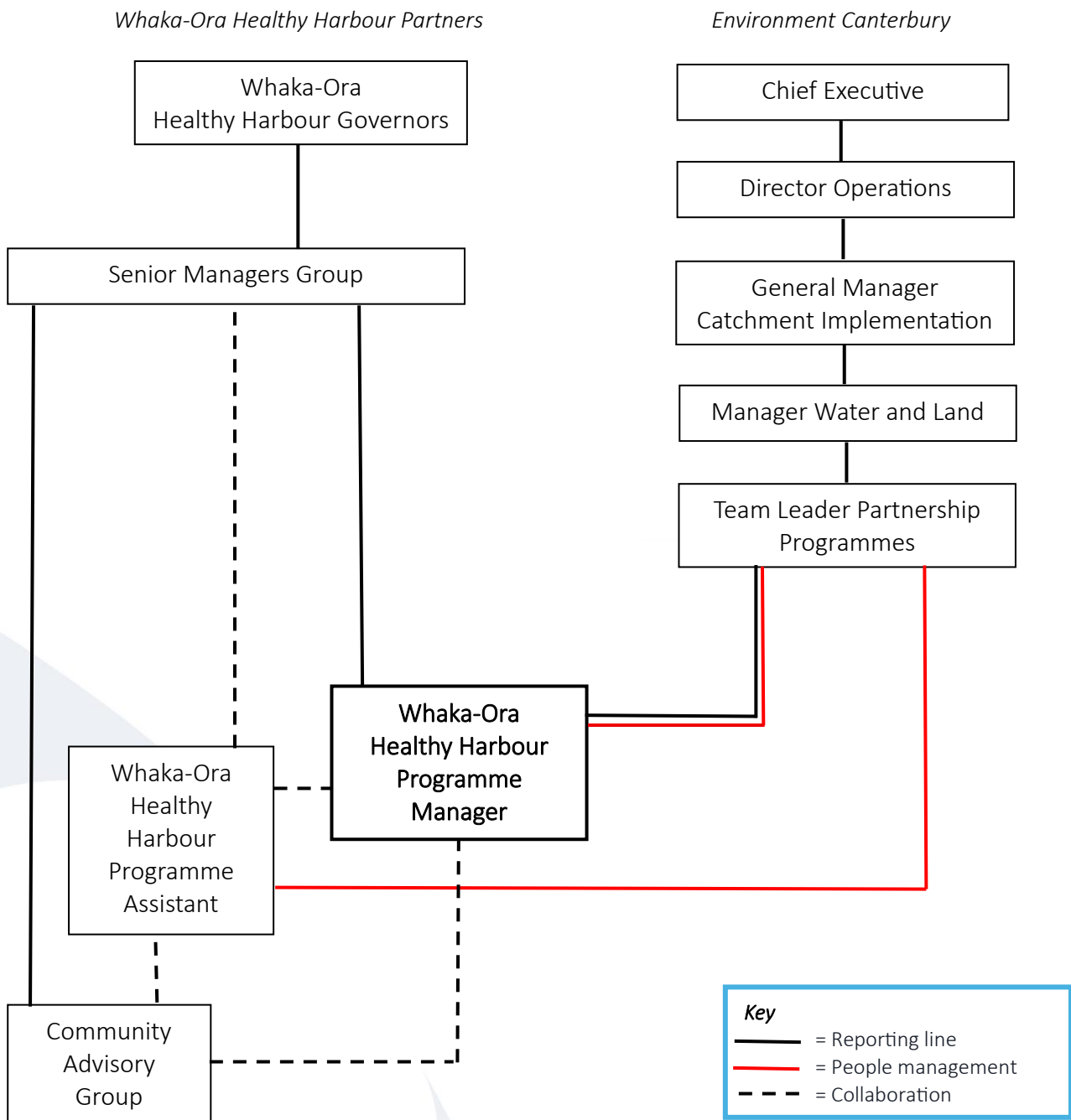
Waitohu | Signature:

Rā | Date Signed:

Whaka-Ora Healthy Harbour Programme Manager



Appendix 1: Reporting Lines



Appendix 2: Ngā Haepapa | Accountabilities

1. Establish, develop and maintain trusted relationships, both internal and external, that enable and support the implementation of the programme:
 - 1.1 Maintain a functioning and positive working relationship with the Whaka-Ora Healthy Harbour Programme Assistant.
 - 1.2 Support the Senior Managers Group through input into meeting agendas and papers, attending and delivering reports on programme progress at the meetings, and implementing actions from meetings that are tasked to the Programme Manager.
 - 1.3 Provide programme briefings to the Environment Canterbury Councillor/Co-Governor, and other Co-Governors as required.
 - 1.4 Support the Whaka-Ora Healthy Harbour Governors through the development of meeting agendas and papers, attending and delivering reports on programme progress at the meetings, and implementing actions from meetings that are tasked to the Programme Manager.
 - 1.5 Maintain and co-ordinate the Community Advisory Group (CAG). Maintain relationships with member organisations of the CAG, and explore the inclusion of new members.
 - 1.6 Work with Senior Managers to build connectedness with stakeholders, including government organisations, NGOs, community groups, conservation organisations, businesses and schools.
 - 1.7 Identify new relationships (such as with key landowners), and develop an engagement approach to build these relationships.
 - 1.8 Communicate and collaborate with all the stakeholders across the Whakaraupō community, establish connections between them, and link their work to the vision and goals of the Whakaraupō/Lyttelton Harbour Catchment Management Plan.
 - 1.9 Develop relationships within the partner organisations including an understanding of the structure and planning processes and funding cycles. Align work programmes and projects to create efficiencies across the partnership.
 - 1.10 Communicate the successes of the programme and build momentum and opportunities for growing knowledge and actions.
2. Provide strategic support:
 - 2.1 Identify strategic priorities that deliver key outcomes of the Plan for discussion with the Senior Managers Group and Whaka-Ora Healthy Harbour Governors.
 - 2.2 Develop a targeted approach to achieve outcomes under each Key Focus Area in the Whaka-Ora Healthy Harbour Plan.
 - 2.3 Work with Co-Governors and Senior Managers to:
 - 2.3.1 Identify and develop partnership opportunities;

- 2.3.2 Identify funding opportunities, which supports community-led action that maintains efficiency and is equitable; and,
- 2.3.3 In conjunction with the Co-Chairs, apply for, and secure funding for further projects for the Whaka-Ora Healthy Harbour programme.
- 2.4 Identify potential 'good news' stories for discussion with communications staff and the Senior Managers Group.
- 3. Develop work plans. Specifically:
 - 3.1 Develop a draft of the Whaka-Ora Healthy Harbour Annual Work Plan, and submit the draft for approval to the Senior Managers Group, and then, once approved, to the Whaka-Ora Healthy Harbour Governors.
- 4. Co-ordinate and oversee projects:
 - 4.1 Ensure all projects/works in the Annual Work Plan (including projects that are managed and/or delivered by other staff/project managers/external organisations/contractors and funded by the programme) are delivered within time frames and budget.
 - 4.2 Provide project management support, as required, for specific projects.
 - 4.3 Submit progress reports on the performance of the programme (on all projects funded by the programme, including those that are managed and/or delivered by other staff/project managers/external organisations/contractors) to the Senior Managers Group, and then, once approved, to the Whaka-Ora Healthy Harbour Governors.
 - 4.4 Submit other reporting on the performance of the programme, such as for Environment Canterbury (Partnership Programmes team, Strategy etc.).
 - 4.5 Submit an Annual Report on the performance of the programme (on all projects funded by the programme, including those that are managed and/or delivered by other staff/project managers/external organisations/contractors) to the Senior Managers Group, and then, once approved, to the Whaka-Ora Healthy Harbour Governors.
- 5. Manage the performance of the operations of the programme, and maintain a robust programme management platform:
 - 5.1 Ensure all programme risks are identified in the Partnership Programmes Risk Register, and mitigations for all risks are in place.
 - 5.2. Lead the management of Health & Safety.
 - 5.3 Ensure all programme works (including those delivered by contractors, sub-contractors, and grant recipients) are delivered to Environment Canterbury's policies and procedures, including those for Health & Safety (including the Critical Risk Framework), Finances, Procurement, and Communications & Engagement.
 - 5.4 Co-ordinate contracting activities for projects, including grants, development of specifications, tender documentation and negotiation of contracts in accordance with standard processes and

managing project change control processes to ensure changes are aligned to the goals of the programme.

- 5.5 Oversee staff/project managers/external organisations/contractors who are managing and/or delivering projects/works funded by the programme, and ensure they have adequate Health and Safety management and are delivering to planned timelines and budget, through regular communication and reporting.
- 5.6 Develop a robust project management tracking tool including the documentation of projects, budgets, timeframes and actions.
- 5.7 Collate project deliverables and metrics for reporting and tracking progress.