



Tamatea Pōkai Whenua
Position Description

Position: Te Mātai Ao – Principal Resource Consent Planner

Reports to: Chief Executive Officer, Tamatea Pōkai Whenua

Date: March 2026

Overview

Tamatea Pōkai Whenua (formally known as Heretaunga Tamatea Settlement Trust) is the Post Settlement Governance Entity for the Heretaunga and Tamatea rohe. The Trust was established to receive and administer the redress of the historical Treaty grievances of Heretaunga Tamatea against the Crown.

Within Tamatea Pōkai Whenua, Te Mātai Ao has been established as a subsidiary entity to focus on Te Taiao. As intimated in the name Mātai Ao, it conveys a vigilance, observation, and mindfulness of our world – air, water, land, and everything in it. It is committed to cultural and environmental protection and management.

These responsibilities were core in our Settlement process and remain a strategic imperative for the constituent marae and hapū we serve. The dynamic changes in regulation and impact on environment is complex, exciting and a real opportunity to contribute to the sustainable future of our whenua and communities who are kaitiaki for its wellbeing.

Purpose of Position

To support Tamatea Pōkai Whenua to advance the interests of the Trust and associated hapū, by advancing the vision and strategy of Te Mātai Ao, the organisation and embedding Tamatea Pōkai Whenua Trust as a lead entity throughout Ngāti Kahungunu ki Heretaunga me Tamatea.

The Principal Resource Consent Planner will work closely with the Chief Executive and be responsible for overseeing all resource consenting aspects of Te Mātai Ao. They will co-ordinate all aspects of cultural and environmental strategies, projects, and initiatives.

Core Responsibility

This role plays a key part in giving effect to the redress programmes and frameworks that provide for the tino rangatiratanga of hapū, and the effective management of the Trust. This role will ensure consistency with this core principle. This role will also contribute and align to other strategic roles and responsibilities contained within the Tamatea Pōkai Whenua office.

Principal Accountabilities	Expected Outcomes
Governance	<ul style="list-style-type: none">Assist the Chief Executive, to prepare papers, administrate, and implement outcomes of:<ul style="list-style-type: none">Te Mana Taiao o Heretaunga TamateaTamatea Pōkai Whenua Board
Settlement Redress	<ul style="list-style-type: none">Work collaboratively with the Chief Executive to facilitate and administer the management of vesting's in collaboration with associated hapūAssist the Chief Executive to work with hapū and marae to develop a capability-building framework and grow tino rangatiratanga within the roheWill assist the establishment of environmental policy and planning frameworks to provide for the effective management of the Settlement redress in relation to natural resources within the Taiao/natural environment

	<ul style="list-style-type: none"> • Assist and administrate on the development of various frameworks, including <ul style="list-style-type: none"> ○ Appropriate resource management redress frameworks to enable the efficient management of cultural redress and effective participation of hapū within the resource management framework in the Heretaunga Tamatea rohe ○ Assist in the development of the Hapū Management Plan for Heretaunga Tamatea; ○ Support the Relationships Team with Joint management agreements with Aorangi Trust Board and others to manage various waterways, including Whatumā Lake and Lake Purimu;
Operational	<ul style="list-style-type: none"> • Provide general support to the Chief Executive • Support and administer mana whenua engagement • Assist and administer cultural and environmental effects in consultation with the Chief Executive
Resource Management	<ul style="list-style-type: none"> • Serve as the principal point of contact between the consenting organisations (HDC, HBRC, CHBDC), Crown agencies and developers regarding RMA consenting processes • Receive, manage and fulfil the consent process alongside cultural and environmental considerations to ensure the protection of mana whenua interests • Develop and use GIS tools to identify cultural areas of significance and integrate cultural data into assessments • Continue to develop and advocate for processes that ensure an optimal state of Te Taiao • Assist to organise and manage mana whenua engagement, in particular with Te Mana Taiao o Heretaunga Tamatea, whanau, 43 hapū and 23 marae • Identify actionable resolutions for the input provided by mana whenua • Assist in assessing cultural and environmental effects on Te Taiao • Document and communicate assessment results • Provide technical support and assistance to the Chief Executive on projects that impact the resource management systems of Te Mātai Ao • Assist with Regional and District Plan review/changes • Assist with RMA submissions to Crown agencies • Monitor compliance and enforcement of mana whenua conditions of consent • Undertake site visits as required for consent applications • Undertake project work relative to RMA and settlement redress
Regulatory Compliance	<ul style="list-style-type: none"> • Stay well-informed of RMA regulations at national and local levels
Relationship Development, Stakeholder Engagement	<ul style="list-style-type: none"> • Assist the Chief Executive and administer in developing strategic work streams associated to Te Mātai Ao • Accompany and assist the Chief Executive in negotiations in respect of any of the Settlement redress or legislation on behalf of TPW • Develop and maintain working relationships across key stakeholders (see relationships below)
Reporting/Analysis	<ul style="list-style-type: none"> • Chief Executive – expected outcomes to be identified and agreed • Tamatea Pōkai Whenua Board – provide regular Board reports on Te Mātai Ao work streams as required
Quality and Other Duties	<ul style="list-style-type: none"> • Support any other key duties within Tamatea Pōkai Whenua Trust where identified and agreed • Provide support to the other operational staff, where and as required • Ensure all services are compliant with the Trusts operating policies and quality services are delivered • Encourage and demonstrate by actions a culture of continuous improvement, including quality of services, policies and procedures • Develop positive working relationships throughout the Trust, supporting

	others as required
Health and Safety	<ul style="list-style-type: none"> • Understand, follow and contribute to Health and Safety initiative and safe work practices • Ensure your work area is tidy and free of obstructions • Take reasonable care for own health and safety • Take reasonable care that what you do or do not do does not adversely affect the health and safety of other people

Key Working Relationships	
Internal	<ul style="list-style-type: none"> - TPW Chief Executive Officer (CEO) - Relationships Manager - Tamatea Pōkai Whenua Trustees - Relevant TPW sub-committees and/or working groups - TPW staff
External	<ul style="list-style-type: none"> - Hastings District Council - Hawke's Bay Regional Council - Central Hawke's Bay Council - Te Taiwhenua o Heretaunga and Te Taiwhenua o Tamatea - Te Manaaki Taiao - Ngāti Kahungunu Iwi Incorporated - Marae, Hapū, Whānau - Kaumātua and Kuia - Post Settlement Governance Entities - Other significant HB Māori organisations - Government organisations including central, regional and local councils - Specialist groups

Personal Attributes
<ul style="list-style-type: none"> • Display a high level of cultural affinity to the ethos of Ngāti Kahungunu • Working capability and proficiency in Te Reo Māori • Honest, dependable, and reliable • Innovative and Dynamic • Able to work in a team • Adaptable to change

Key Competencies
<ul style="list-style-type: none"> • Knowledge of and commitment to Te Tiriti o Waitangi, commitment to Ngāti Kahungunu tikanga, kawa me te reo māori. • Understanding of economic, social and cultural issues facing Māori, and in particular Heretaunga Tamatea Māori.
Technical Qualifications
<ul style="list-style-type: none"> - A bachelor's or tertiary qualification and experience in Environmental Planning/Management or a related field such as Public Policy or a similar discipline. - Strong project lead skills with a practical approach where appropriate - Has a developing knowledge and understanding of relevant Treaty settlement policy frameworks, legislation, regulation and policy. - Well-developed writing skills to draft and finalise large and complex documents. - Well-developed research and analytical skills. - Has a developing knowledge of the Tamatea Pōkai Whenua Trust and its implementation. - An in-depth or developing knowledge and understanding of the political landscape, relevant legislation, policy and best practice.
Cultural
<ul style="list-style-type: none"> - Can interact effectively in Te Ao Māori and with key stakeholders. - Experience managing projects and initiatives within an Iwi or Māori context/environment. - Ability to korero Māori, understand and apply tikanga to work and experience incorporating Māori frameworks and methodologies into work practices.
Relationship Management
<ul style="list-style-type: none"> - Ability to interact effectively in Te Ao Māori and mainstream communities.

- Experience with the public service at national, regional and local levels
- Sound understanding of government relations and the settlement industry in respect of claims against the Crown for breaches of the Treaty of Waitangi

Other attributes

- Excellent oral and written communication skills in both Māori and mainstream environments
- Strong public speaking skills and experience
- Proven experience in monitoring and reporting
- A high level of initiative, accountability and self-responsibility
- An appreciation of Heretaunga and Tamatea rohe (region), marae and hapū
- Ability to work well under pressure
- High level of attention to detail
- Ability to deliver effective and timely information to senior management
- Strong problem-solving skills
- Excellent communicator and interpersonal skills
- Demonstrates the ability to lead and inspire

Qualifications Experience

- A bachelor's or tertiary qualification in Environmental Planning/Management or a related field such as Public Policy or a similar discipline
- Experienced and knowledgeable in Mātauranga Māori/ Māori Management.
- Driver's Licence (minimum requirement "Restricted Licence").
- Expertise in Microsoft Office 365 (Word, Excel, PowerPoint and Publisher) and other Tamatea Pōkai Whenua platforms – SharePoint

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by the employee within this designated position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role as other duties may be delegated from time to time by the Chief Executive or their delegate

I have read and understood the above position description and accept the above responsibilities.

Name	Signature	Date Signed