



## Position Description: Project Manager Wairarapa Moana Statutory Board

Reports to	Kaiwhakahaere / General Manager, Wairarapa Moana Statutory Board (WMSB)	
Position Type	Fixed-term contract	
Direct Reports	None	
Location	Masterton in the Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua office	
Reporting and Relationship Structure		
<p>The Project Manager works directly with the Wairarapa Moana Statutory Board for governance updates and project information, while reporting operationally to the Kaiwhakahaere. This ensures the Board receives timely, accurate information to support governance oversight but does not constitute an operational reporting line.</p> <p>All governance reporting, Board papers, and decision-support materials are prepared through the Secretariat function, exercised by the Kaiwhakahaere, ensuring consistency with WMSB processes, standards, and expectations.</p> <p>The Project Manager works with the Project Ōhu for coordination, information sharing, and project alignment. This is a collaborative interface and not a reporting line.</p>		
Position Summary		
<p>The Project Manager leads the delivery of the Overarching Vision and Statement of Desired Outcomes for Wairarapa Moana, a statutory requirement under the Te Rohe o Rongokako Joint Redress Act 2022. The role manages all stages of planning, engagement, drafting, notification, and finalisation of the Vision Document, ensuring that work reflects the tikanga, kawa, and mātauranga of Ngāti Kahungunu and Rangitāne and meets statutory obligations.</p> <p>The role requires strong project leadership, cultural competency, and the ability to coordinate across iwi, hapū, councils, Crown agencies, landholders, and community stakeholders.</p>		
Purpose of the Role		
<p>The purpose of the Project Manager role is to:</p> <ul style="list-style-type: none"><li>• Deliver the Wairarapa Moana Overarching Vision and Desired Outcomes Document, ensuring it meets all statutory requirements under the Joint Redress Act</li><li>• Ensure all project activity gives effect to Te Tiriti o Waitangi and upholds WMSB tikanga and kawa led processes</li><li>• Lead the engagement programme with hapū of the joint redress iwi, landholders, partners, and the wider community</li><li>• Provide high-quality analysis, reporting, drafting, and documentation to support Board decision-making</li><li>• Ensure compliance with statutory processes (public notification, submissions, hearings, and finalisation)</li><li>• Support the Kaiwhakahaere / GM to maintain alignment with governance and operational systems</li><li>• manage risks, timelines, quality assurance, and stakeholder relationships to ensure successful completion of the Vision and Desired Outcomes Document</li></ul>		
Key Relationships	Internal	External
	<ul style="list-style-type: none"><li>• Kaiwhakahaere / General Manager</li></ul>	<ul style="list-style-type: none"><li>• Hapū and iwi of Ngāti Kahungunu ki</li></ul>

	<ul style="list-style-type: none"> <li>WMSB Secretariat (via the Kaiwhakahaere)</li> <li>Project Ohu</li> <li>Wairarapa Moana Statutory Board Members</li> <li>Project contractors and communications support</li> </ul>	<p>Wairarapa and Rangitāne o Wairarapa</p> <ul style="list-style-type: none"> <li>Councils, Department of Conservation, and Crown agencies</li> <li>Landholders, environmental organisations, and community stakeholders</li> <li>Technical specialists, consultants, and engagement contractors</li> </ul>
Educational qualifications, experience and skills required	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Tertiary qualification in Māori Development, Environmental Management, Public Administration, Planning, Project Management, or related discipline</li> <li>Project management certification (e.g., PRINCE2, PMP) desirable</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrated experience managing complex, multi-agency or iwi-Crown projects</li> <li>Experience working with iwi, hapū, and marae</li> <li>Proven ability to facilitate culturally grounded engagement</li> <li>Experience preparing high-quality strategic documents, reports, or plans</li> <li>Experience coordinating formal processes such as statutory notifications or submissions (desirable)</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Strong grounding in Te Ao Māori, tikanga, kawa, and iwi-Crown relationships</li> <li>Excellent relationship management, facilitation, and communication skills</li> <li>Ability to work effectively with hapū, marae, and iwi entities</li> <li>High-level writing, analysis, and document development capability</li> <li>Strong project management skills: planning, scheduling, delivery, risk management</li> <li>Financial management capability, including planning, budgeting, and controlling project costs.</li> <li>Ability to work within governance, reporting, and performance systems</li> <li>Competence in coordinating contractors and procuring specialist services</li> </ul>	
Key Responsibilities	<p><b>1. Project Delivery (Statutory Stages 1-4)</b></p> <ul style="list-style-type: none"> <li>Stage One: The Project Plan has already been approved by the WMSB. Stage One involves initiating delivery, establishing systems and logistics, preparing engagement materials, and ensuring that tikanga, kawa, mātauranga, and mana whenua values guide all project activity.</li> <li>Stage Two: Prepare and deliver the Draft Vision Document for public notification</li> <li>Stage Three: Manage public notification, submissions, and hearings</li> <li>Stage Four: Prepare the Final Vision Document for Board approval</li> <li>Ensure all milestones meet required quality, cultural, and statutory standards</li> <li>Maintain project timelines, budgets, risk registers, and delivery reporting</li> </ul> <p><b>2. Engagement Leadership</b></p> <ul style="list-style-type: none"> <li>Lead an engagement programme grounded in tikanga and kawa</li> <li>Ensure all engagement follows appropriate cultural sequencing, including hapū-first engagement, respect for tikanga and kawa, and alignment with mana whenua expectations</li> <li>Support and coordinate hui with iwi, hapū, partners, landholders, and</li> </ul>	

stakeholders

- Capture kōrero accurately and prepare engagement summaries and analysis
- Ensure the engagement approach aligns with the Engagement Plan and WMSB values

### **3. Governance and Secretariat Alignment**

- Provide regular updates through the Secretariat
- Ensure all documentation aligns with WMSB requirements
- Prepare analysis, options papers, and materials for Board decision-making
- Maintain accurate document management and version control

### **4. Cultural Leadership**

- Ensure project design and delivery give effect to Te Tiriti o Waitangi
- Uphold the tikanga and kawa of Ngāti Kahungunu and Rangitāne within all workstreams
- Integrate mātauranga, pūrākau, and iwi aspirations into project documentation

### **5. Procurement and Contract Management**

- Procure consultants and technical specialists as required
- Manage contracts, budgets, delivery expectations, and quality standards
- Ensure timely and cost-effective delivery of contracted work

### **6. Performance, Quality, and Risk Management**

- Maintain a project risk register and escalate issues to the Kaiwhakahaere
- Ensure high quality deliverables that reflect cultural and statutory integrity
- Track and report on project performance, milestones, and financials