



TE RARAWA

JOB DESCRIPTION

JOB TITLE: Environmental Team Lead

REPORTS TO: CEO and Principal Advisor

DIRECT REPORT: Project Manager

LOCATION: Te Rūnanga o Te Rarawa
16 Matthews Ave, Kaitāia – Rohe of Te Rarawa

PURPOSE: This role provides oversight of Te Rarawa's three frontline environmental teams - Water, Pest and Forest. The position ensures integrated planning, resource allocation, safety, compliance, and performance delivery across all taiao kaupapa. The role functions as the direct support and connector between frontline environmental teams and executive decision makers, ensuring all work is carried out in sync, on time, and in alignment with Te Rarawa's environmental kaupapa and strategic priorities.

KEY RESPONSIBILITIES:

- Provide supervision and high-level coordination of the three Environmental teams.
- Oversee work plans, task allocation, and resource distribution across field crews.
- Ensure regular reporting cycles are met, and information flows upward to the executive team.
- Support cross team collaboration and ensure the three teams efforts work in synergy.
- Lead procurement planning, vehicle and equipment allocation, and coordinate lab test resourcing needs.
- Ensure health and safety compliance is upheld across all sites, including the integration of Māori specific protocols.
- Ensure appropriate responses to field incidents, risks, and hazards are logged and mitigated.
- Serve as the conduit for feedback between frontline work and strategic planning.
- Uphold data integrity, GIS integration, and monitoring across projects.
- Participate in joint planning hui with NRC, DOC, MPI, and stakeholders.
- Support cultural and scientific training of staff and encourage inter-team growth.
- Represent Te Rūnanga o Te Rarawa in key operational engagements as delegated.

KEY RELATIONSHIPS:

- Executives
- NRC, DOC, MPI, Regional Advisors
- Community stakeholders, marae, partner iwi & local communities
- Environmental teams

PERSON SPECIFICATION**Environmental Team Lead**

The following identifies the essential and desirable competencies that Te Rūnanga O Te Rarawa considers necessary to carry out the position. The demonstration of these skills is not limited to paid employment but can include any voluntary work that a prospective applicant may have carried out.

KEY SKILLS AND ATTRIBUTES

- Strong leadership background in environmental, ecological, or biosecurity.
- Experience managing multiple teams across diverse geographical locations.
- Skilled in cross functional planning, reporting, and conflict resolution.
- Excellent understanding of freshwater monitoring, pest control, and forest health practices.
- Demonstrated ability to liaise with both Māori and non-Māori organisation's respectfully.
- Deep respect for Te Ao Māori and commitment to working under tikanga based principles.
- Health and Safety Management experience across all fields of work.
- Proficiency in Microsoft Office, data reporting tools, and operational workflows.
- Full clean driver's license and 4WD capability.

DESIRABLE

- Previous experience in local government, DOC, or iwi led taiao initiatives.
- Proficiency in GIS systems and reporting frameworks.
- Te Reo Māori ability or willingness to develop reo competencies.
- Strategic planning, budget control, and procurement experience.
- Outdoor first aid and environmental certifications (e.g., chainsaw, quad, toxins).