



TE RARAWA

JOB DESCRIPTION

JOB TITLE: Pou Taiao Operations Manager
REPORTS TO: CEO and Principal Advisor
DIRECT REPORT: Pou Taiao Environmental Director

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

PURPOSE: To oversee the delivery and implementation of environmental operations in alignment with project plans and values. This role ensures the smooth roll out of restoration activities, health and safety, team supervision, and timely reporting. The Operations Manager works alongside the Project Manager and Te Runanga o Te Rarawa strategies.

KEY RESPONSIBILITIES:

- Lead the day to day operational delivery of restoration, pest control, planting, water testing, and site assessments.
- Support the Project Manager, kaimahi teams and contractors, ensuring high performance, health and safety compliance, and cultural integrity.
- Plan operational workflows, schedule field work, and maintain resource availability.
- Maintain strong working relationships with hapū, marae, and landowners.
- Coordinate site access, equipment use, safety checks, and job allocations.
- Work closely with the Project Manager to ensure operations align with project timelines and reporting.
- Support operational training and development of kaimahi.
- Implement environmental monitoring procedures and reporting systems.

KEY RELATIONSHIPS:

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

PERSON SPECIFICATION

Pou Taiao Operations Manager

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 background in field based environmental mahi.
- Experience in team supervision, logistics, and health and safety leadership.
- Effective communicator able to work with hapū, partners, and contractors.
- Strong planning and problem-solving ability.
- Understanding of environmental and cultural compliance requirements.

DESIRABLE

- Experience overseeing multi-disciplinary, iwi-led
- Relevant environmental or conservation qualifications.
- Growsafe, First Aid, and 4WD certs.
- Experience working in a kaupapa Māori environment.