



# TĀTAU TĀTAU O TE WAIROA COMMERCIAL LIMITED PARTNERSHIP

## Te Āhua o Te Tūranga | Position Description

<b>Position</b>	Kai Haumarū   Health & Safety Officer
<b>Location</b>	Wairoa, Hawkes Bay, Aotearoa New Zealand
<b>Reports To</b>	TTotW Kaihautū Commercial
<b>Hours</b>	Full-time Permanent, 40 hours per week
<b>Base Salary</b>	\$55,000–\$80,000
<b>Non-Salary Benefits</b>	Vehicle for work purposes, Kiwi Saver

## Tātāu Tātāu o Te Wairoa Group

Tātāu Tātāu o Te Wairoa Commercial Limited Partnership (TTotW CLP) administers the collectively held commercial assets on behalf of its shareholder, Tātāu Tātāu o Te Wairoa Trust, and the seven Kāhui Beneficial Entities.

Tātāu Tātāu o Te Wairoa Trust's settlement of historical claims arising under the Treaty of Waitangi was completed in 2018. Following this, the Group's commercial assets were valued at approximately \$100m, and the commercial entity was established. CLP has since implemented the Investment strategy and pays annual dividends to TTotW Trust to fund a range of Wairoa social, environmental, and cultural development kaupapa.

## Ko Wai Mātou | About Us

TTotW CLP is a Kaupapa Māori organisation, committed to the development of our staff. We operate out of Wairoa, where we are accessible to our people. We work closely with the other Tātāu Tātāu entities, including the CLP subsidiaries – Horticulture (Haumako) and Housing (Te Rauā). CLP's commercial strategy approach is a call to action aligned to the overall well-being of our people:

***Kia tutuki te wawata kia tū anō tātāu ngā whānau, ngā hapū, ngā iwi, i runga i ō tātāu ake mana motuhake***

*To realise our dreams for our people to stand on our own authority.*

The further definition, planning and execution of this approach demands a strong partnership between the CLP Board, its Kaihautū Commercial, and the CLP team. It also requires exceptional leadership, innovation, and judgment from the Kaihautū Commercial and team operating within a dual commercial and iwi whānau development context.

## Ō Tātau Uara | Our Values

Our collective values are:

 <p><b>Rangatiratanga</b> Collaborative, transparent and sound governance and leadership</p>	 <p><b>Whanaungatanga</b> Promoting our connection to ensure harmony and solidarity</p>	 <p><b>Manaakitanga</b> Uplifting the mana of others through kindness, hospitality, and mutual respect</p>
 <p><b>Tiakitanga</b> Supporting and promoting the restoration and protection of our natural environment</p>	 <p><b>Wairuatanga</b> Respecting and exercising the spiritual dimension of our world</p>	

## Ngā Mahi | What You'll Do

The Kai Haumarū is a key leadership role with Tātau Tātau o Te Wairoa Commercial LP. The Kai Haumarū reports directly to the Kaihautū Commercial, services the subsidiaries and its committees, and supports the TToTW. Your direct oversight areas are:

- Responsibility for TToTW Group compliance with the Health & Safety at Work Act 2015.
- Implementation of the Health & Safety Policy.
- Implementation of the related Annual Plan activity.
- Management of the Health & Safety Komiti.
- Business supports to subsidiaries and teams.

The Kai Haumarū is responsible for:

- Ensuring compliance of the TToTW Group with the Health & Safety at Work Act 2015.
- The implementation of the Health & Safety Policy across the TToTW Group.
- Provision of Health & Safety strategic leadership and risk management advice to the Kaihautū Commercial and CLP board.
- Providing shared service support to TToTW Trust and Kahui.
- Managing the Group Health & Safety at Work Komiti.
- Supporting the design and leading the implementation of the CLP Health & Safety plans, including, but not limited to:
  - Reviewing and improving the H&S performance of the organisation.
  - Overseeing and ensuring training and compliance of all Group subsidiaries and teams with the H&S policies and plans.
  - Identifying and mitigating H&S risks to kaimahi and the organisation.
  - Ensuring sound reporting and communication of H&S expectations and performance across the Group.
  - Provide information on new hazards and legal requirements.
  - Encourage organisational H&S culture.

## Ngā Hononga Matua | Key Relationships

<b>TToTW CLP Executive and Boards</b>	<ul style="list-style-type: none"> <li>• TToTW Kaihautū Commercial</li> <li>• TToTW CLP Board</li> <li>• TToTW Audit, Finance &amp; Risk Committee</li> <li>• TToTW CLP Subsidiary Boards</li> </ul>
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Currently nil, but could take on possible project managers and/or H&amp;S officers</li> </ul>
<b>TToTW Trust</b>	<ul style="list-style-type: none"> <li>• TToTW Trust Board</li> <li>• Group Audit Finance &amp; Risk Committee</li> <li>• TToTW Group Pou Ahurei Chief Executive</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Advisors</li> <li>• Business Partners</li> <li>• Suppliers</li> </ul>

## Ngā Pūmanawatanga Ōu | What You'll Need

To be successful in this role, you will need the following qualifications, experience, and/or skills:

<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Management qualification or relevant experience.</li> <li>• Experience managing teams and projects.</li> <li>• Experience working in Māori organisations.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Management Diploma or equivalent (desirable not essential).</li> <li>• Working knowledge of the Health and Safety at Work Act 2015 and its amendments.</li> <li>• Experience in development of H&amp;S Systems, Policies and Standard Operating Procedures.</li> <li>• Sound understanding of Risk Management and its application.</li> <li>• Confident in training facilitation and presenting to groups.</li> <li>• IT capable, e.g., Windows, Microsoft, H&amp;S programmes, etc.</li> <li>• Ability to work in a complex work environment, deal with ambiguity and across functions.</li> <li>• Fluency in Te Reo me ona Tikanga (desirable not essential).</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work in a team environment.</li> <li>• Whakapapa to Te Wairoa (desirable not essential).</li> <li>• Honesty and integrity.</li> <li>• Attention to detail.</li> <li>• Deadline oriented.</li> <li>• Professional credibility.</li> </ul>