

ROLE DESCRIPTION

Job Title	Project Manager
Team	Operational Team
Reports To	Chairperson
Key Stakeholder Relationships	Runanga Trustees, Negotiation Team, Specialist Advisors, Operational Team, Historians and Funding Providers.
Position Type	Contract for Services for approximately 2.5 days per week
Contract Term	Mid October – Mid December
Role Purpose	The purpose of the Project Manager role is to ensure the effective management of resources to achieve an Agreement in Principle.

Key Responsibilities	Deliverables				
Stakeholder Management	<p>Develop and maintain collaborative relationships with key stakeholders:</p> <table border="0"> <tr> <td style="text-align: center;"><i>Internal</i></td> <td style="text-align: center;"><i>External</i></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Runanga Trustees • Negotiation Team • Operational Team • Specialist Advisors • Historians </td> <td> <ul style="list-style-type: none"> • Funding providers, including: <ul style="list-style-type: none"> ○ Crown Forestry Rental Trust ○ Office of Treaty Settlement </td> </tr> </table>	<i>Internal</i>	<i>External</i>	<ul style="list-style-type: none"> • Runanga Trustees • Negotiation Team • Operational Team • Specialist Advisors • Historians 	<ul style="list-style-type: none"> • Funding providers, including: <ul style="list-style-type: none"> ○ Crown Forestry Rental Trust ○ Office of Treaty Settlement
<i>Internal</i>	<i>External</i>				
<ul style="list-style-type: none"> • Runanga Trustees • Negotiation Team • Operational Team • Specialist Advisors • Historians 	<ul style="list-style-type: none"> • Funding providers, including: <ul style="list-style-type: none"> ○ Crown Forestry Rental Trust ○ Office of Treaty Settlement 				
Project Management	<p>Ensure the efficient project management of Agreement in Principle phase, including:</p> <ul style="list-style-type: none"> • Management and phasing of workstreams; • Scheduling of activities; • Time management; and • Coordination of Operational Team. 				
Contract Management	<p>Ensure the efficient contract management of:</p> <ul style="list-style-type: none"> • Funding provider contracts • Specialist Advisor contracts • Operational contracts 				
Managerial accounting	<p>Ensure the effective management of Runanga finances, including but not limited to:</p> <ul style="list-style-type: none"> • Budget drafting and rephasing (understanding of cashflows); and • Ensuring appropriate management of finances as aligned with Runanga policy, funding contracts and Trustee approvals. 				
Business administration	<p>Business administration activities, such as:</p> <ul style="list-style-type: none"> • Business case and funding applications; • Milestone reporting; • Trustee paper writing; and • Regularly review work processes for areas of improvement 				

Information Management	<ul style="list-style-type: none"> • Ensure the appropriate management of personal information and Runanga information as outlined in the Trust Deed and Privacy Act
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Personal Specifications

Essential Skills	Experience working in the Treaty sector
	Project management experience, demonstrated success managing large and complex projects
	Contract management experience, including the drafting and management of contracts for services
	Strong business administration, particularly, regarding funding provider requirements. Includes business case and milestone report drafting
	Experience managing budgets and financial reporting. Including proficient use of Excel, and experience with Xero or equivalent platform
	Strong communication and process mapping skills
	Understanding of governance and management responsibilities - separation of duties and escalating requests for approval in a succinct and prompt manner
Essential Attributes	Understanding of the Treaty sector
	Meticulous and quality driven
	Approachable with strong relationship management skills
	Takes initiative and self-managing