

## POSITION DESCRIPTION- KĀKAHI MATUA / TEAM LEAD

ROLE TITLE: KĀKAHI MATUA / TEAM LEAD  
SCOPE: 40 HOURS, FIXED TERM 12 MONTHS  
REPORTS TO: TE TAUWHARENGA  
LOCATION: 1172 HAUPAPA STREET, ROTORUA



### TEAM LEAD – TE KĀKAHI MATUA

Kākahi (noun) – freshwater mussel; matua (parent or chief)

Here the role of Team Leader is likened to the parent or adult kākahi whose job it is to lead the work carried out on the Marae Renovation Project, and the general labourers (ngā kākahi).

### PURPOSE OF POSITION

The purpose of this position is to lead the everyday works (incl Kaimahi supervision) for the Marae o Te Hikuwai Marae Renovation Project.

### FUNCTIONAL RELATIONSHIPS

<b>External Relationships:</b>	Marae Trustees, representatives, Kaumatua Advisors and contractors Suppliers
<b>Internal Relationships:</b>	Project Technical advisor Trust General Manager Trust Contractors and Te Wahapū
<b>Responsible for (i.e. direct reports):</b>	Ngā Kākahi /General Labouring team

*This position description is designed to give an indication of the type of work and performance expected of the role holder, rather than a complete list of duties as these will evolve with the changing needs of Rotoiti 15 Trust.*

*The role holder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the organisation. This may include the provision of support services to other Stakeholders as directed.*

ACCOUNTABILITY	SUCCESS LOOKS LIKE
Engagement	<ul style="list-style-type: none"> <li>• Engage and build effective working relationship with the key client groups (iwi, marae trustees, kaumatua etc)</li> <li>• Source and build effective working relationships with local contractors for complementary specialist building requirements</li> <li>• Source and maintain key supply chains for project task materials ensuring the most cost effective provider is used.</li> <li>• Ensure there is an effective working relationship with local council and key compliance agencies.</li> </ul>
Work Site / Project Management	<ul style="list-style-type: none"> <li>• Ensuring appropriate risk management processes and policies are in place and operational everyday</li> <li>• Ensure all staff working on the site are inducted into the workspace and are clear about the specifications, task analysis, safety and equipment requirements.</li> <li>• Ensuring that the workplace is a safe and humane environment for all staff and contractors</li> <li>• Ensure there is compliance with all personal protective equipment</li> <li>• Provide daily briefings and debriefs to confirm expectations and key daily deliverables.</li> <li>• Ensuring that specific manager responsibilities for Health and Safety Management as contained in the Occupational Safety and Health Policy.</li> <li>• Conduct and document key quality assurance checks</li> <li>• Ensure compliance sign off for each task.</li> <li>• Ensure certification of project sign off is well maintained and supplied to all key stakeholders, to ensure effective record keeping for the marae.</li> <li>• Drive performance each day, looking for the best outcome and service delivery from the staff and contractors.</li> </ul>
Project Planning	<ul style="list-style-type: none"> <li>• Collaborating with Project <b>Technical advisor</b> to undertaking strategic and business planning, developing and setting service project delivery standards, goals and objectives for the site.</li> <li>• Overseeing and co-ordinating efficient and effective planning of tasks</li> <li>• Strategic project and budget planning to ensure timely and cost effective and informative service delivery.</li> <li>• Work with Project technical advisor and Marae Contacts to ensure for each assigned marae, a comprehensive project plan will be produced, containing the following key deliverables / performance / tasking information : <ul style="list-style-type: none"> <li>i. Full description of project requirements / taskings</li> <li>ii. A key project phasing plan</li> <li>iii. Estimations on completion timeframes</li> <li>iv. Per task the auxiliary contractors required (electrical, plumbing)</li> <li>v. The material required for each task</li> <li>vi. Produce risk assessment reports for each site, detailing all potential issues, the impact of these issues and implications of these hazards on timeframes and costs.</li> <li>vii. Produce regular progress reports (duration/detail options will differ per project / tasking)</li> </ul> </li> <li>• Ensure all project plans are reviewed, endorsed and appropriate authorisation is obtained before any and all work commences</li> <li>• Complete variation plans should project increase or decrease in size.</li> </ul>

## DIVISION KEY PERFORMANCE MEASURES:

There will be a number of broad aspects of performance that the Division is measured against:

- Health and safety performance of division, in particular in terms of reducing
- Incidents
- Lost time injury frequency rates
- Meeting KPIs that reflect Project expectations on a monthly, quarterly and annual basis. E.g. for
- Reactive works – response and resolution times
- Planned and scheduled works – completion, timeliness and quality
- Compliance with standards and regulations
- Timeliness in meeting delivery and reporting deadlines for critical project activities and other commitments.