

# SCHEDULE 3

## ***Employment Agreement Schedule - Job Description Fixed Term – 6 months (MSD contract)***

Name:

Position: Taku tapuwae Coordinator

Reports to: Operations Manager/Chief Executive  
Officer

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### **OVERALL OBJECTIVE:**

The Taku tapuwae coordinator is responsible for oversee MTA Taku tapuwae project.

### **OVERALL RESPONSIBILITIES:**

1. Perform the day-to-day coordination of gardening, planting and marae restoration work under The Ministry of Social Development Community Max Scheme. Support youth to maximize opportunities under this scheme and assist towards employment outcomes.

Main activities:

- a. Managing four youth positions of 30 hours per week who will work under this scheme – 6 months.
- b. Transporting youth around work sites.
- c. Supervising youth trainees in work.
- d. Building gardens for whanau.
- e. Propagating seeds for replanting around Lake Horowhenua.
- f. Cleaning and beautifying the lake and waterways.
- g. Restoring marae facilities.
- h. Identify youth training needs and apply accordingly under this scheme.
- i. Facilitate career planning for youth trainees.
- j. Other tasks as required.
- k. Monthly reporting.

### **KEY SKILLS**

- Be an effective communicator
- Experience in horticulture
- Mentoring background
- Administrative skills
- Fair and honest
- Reporting skills
- Demonstrate the highest standard of integrity
- Adhere to MTA QMS Control Documents including the:
  - Administration Manual
  - Financial Policies and Procedures Manual
  - Health and Safety Policies and Procedures Manual
  - Human Resource Policies and Protocols Manual including Code of

conduct

## EXPECTATIONS OF EMPLOYEEES

### 1. Corporate Citizen

All employees are expected to contribute to the development and maintenance of Muaüpoke Tribal Authority Inc. as an organisation. This means:

- Using resources responsibly
- Maintaining standards of ethical behaviour and practice
- Meeting the organisations performance standards
- Participating in corporate development initiatives
- Helping to develop and maintain Māori capability in the Organisation, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

### 2. The Employer and Employee Relationship

We have shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving the Organisations objectives

A performance agreement will be reached between a staff member and their manager containing specific expectations annually or other timeframe as appropriate.

### 3. Client and Stakeholder Commitment

All employees are responsible for striving to continuously improve service quality. This means:

- Taking the initiative to meet the needs of the client/stakeholder
- Using resources responsibly
- Maintaining standards of ethical behaviour and practice
- Meeting the organisations performance standards
- Participating in corporate development initiatives
- Helping to develop and maintain Māori capability in the Organisation, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

### 4. Māori Awareness

It is essential that all people have an understanding of Māori issues. This includes an awareness of traditional and contemporary Māori and Iwi structures, key Māori concepts, and an awareness of legislation, Treaty of Waitangi issues and policy affecting the key areas of work

Approved:

CEO: \_\_\_\_\_ Date: \_\_\_\_\_