



Lake Taupō Forest Trust is an Ahu Whenua Māori Land Trust based in Tūrangi. The Trust administers the interests of more than 13,500 landowners and over 33,000 hectares of land adjoining Lake Taupō. This is a medium sized, progressive business, with an increasing responsibility for exotic forest development.

We are currently looking to fill two positions. They are:

Senior People Advisor. The successful candidate will have at least five years' experience as an HR specialist. Experience working in the Māori sector is a definite advantage. You will have a proven track record of delivering people-centric plans along with a relevant tertiary qualification. Your leadership capabilities will include:

- **Competitive edge:** differentiates to get ahead of the competition
- **Influence** communicates controversial views and positions confidently and assertively
- **Strategic direction** turns high level strategy into operational goals
- **Performance drive** drives performance of people with a range of performance abilities
- **Inspiration** shows versatility and understanding in inspiring people.

Administrator. The successful candidate will have at least five years' experience in providing a broad range of administrative support for a small to medium sized organisation. You will have experience in maintaining databases, knowledge of Māori Land Court succession and vesting order processes, and a proven ability to develop and maintain highly effective and professional working relationships. Strong attention to detail is a must.

Highly developed secretarial and minute taking skills using an online board pack programme would be a definite advantage. Your capabilities will include:

- **Competitive edge:** striving to drive continuous improvement
- **Influence** present information convincingly; understands the needs of the audience
- **Performance drive** keeps self-performance on track; anticipates obstacles
- **Talent development** shares knowledge and experience
- **Inspiration** projects personal confidence and authenticity.

Both positions are full-time and based in Tūrangi. Job descriptions are available on request.

Please send your CV and application to:

Vanessa White
Email vanessa@bfa.co.nz.

Applications close 4pm on Tuesday, 24 November 2020.