

NZ Association of Resource Management Mentoring Programme

The New Zealand Association of Resource Management (NZARM) is an Incorporated Society and its members are those engaged in the management of natural and physical resources.

The goal of NZARM is to promote the philosophy, science, and practice of resource management in New Zealand, with particular emphasis on land and water resource management.

NZARM has established a mentoring programme to support both career progression within the sector and the development of professional skills and capabilities in this specialised area of work. Mentoring provides a customised, development process for individuals and uses what is probably the best learning resource the sector has – its own people.

NZARM Mentoring Programme

The purpose of the programme is

- To provide increased levels of personal and professional support for those working in the sector.
- To support career progression within the sector to retain valuable skills and knowledge.
- To enhance networking and encourage the sharing of practice across organisations.
- To build technical skills and capabilities across the sector.
- To provide the opportunity for people to develop leadership skills and their ability to coach and mentor others.

How will it work?

The mentoring programme will be available for through an application process.

Mentors will be either currently in resource management roles or retired. Mentors may be people at any stage of their career who feel they can contribute to the purpose of the programme.

Mentees will be working in the sector and will signal their development needs on an application.

Both mentors and mentees will attend short training sessions to provide them with the tools and skills they need to succeed. The training workshops will be live, online workshops delivered via Zoom during working hours. The mentor training is a 2 hour, practical workshop and comes with a digital toolkit for mentors. The mentee training is 1.5 hours and will enable mentees to make the most of the opportunity. These workshops also provide a great opportunity for networking.

Mentors and mentees will be matched by the mentoring co-ordinator based on their development needs, preferences and possibly geography. Mentors typically have some distance from the mentee's day to day work environment so they have the neutrality to provide an objective perspective and avoid any conflicts of interest.

Commitments

Mentors and mentees are required to attend training and evaluation processes organised and funded by NZARM. Time spent in training and mentoring will be contributed voluntarily by programme participants.

Mentees will meet regularly with their mentor over a period of 6 months for an average of one 1 hour per month.

Meetings may be virtual or face to face. The mentee is expected to take responsibility for arranging meetings as they are the primary beneficiary of the process and to come prepared knowing what they would like to use their mentoring time for (see the 'what to bring' list).

Additional contact outside of meetings is by agreement of both parties and may involve telephone contact, email, field trips or catch ups over coffee.

Confidentiality

Confidentiality is fundamental to effective mentoring relationships. All information from mentoring sessions must remain confidential to both parties including the choices, views or stories shared. 'No conversation about me, without me' is an important principle to preserve the integrity of the process.

Liability of the mentor

The mentor is there to guide and support the mentee by providing a forum for discussion and reflection. They are not liable for any of the mentee's decisions or actions and should resist the temptation to advise or act on behalf of the mentee.

Concerns or issues

Ideally, any concerns or issues affecting the mentoring process should be discussed within the mentoring pair. If the match is not right, the 'no fault divorce' clause can be activated and the mentoring programme co-ordinator informed so a new match can be facilitated. Either party can approach the mentoring co-ordinator in the first instance should a problem arise or if they are not feeling comfortable with some aspect of the mentoring process or relationship.

Conflicts of interest

Conflicts of interest may arise from time to time due to the complexity of connections within the sector. Potential conflicts of interest should be declared as soon as they arise and a plan made to manage them so that no person, organisation or NZARM is disadvantaged.

Ethical issues

Mentees are expected to abide by their professional code of ethics and their organisational code of conduct at all times. In the unlikely event that a mentor has a serious concern about the conduct of their mentee, the mentor should in the first instance talk with the mentee who will be expected to do the right thing to address the issue. If the mentor does not feel able to do this, they may approach the Mentoring Co-ordinator for assistance. Full consultation with the mentee is essential in taking any steps to resolve the issue and an open and constructive approach that looks after all parties – the mentor, the mentee and the organisation – is essential.

Documentation

There are no requirements for formal documentation of mentoring meetings. Individuals are encouraged to keep their own notes for personal reference and continuity, as long as these adhere to the confidentiality requirement.

Mentor support

Mentors may request additional support from the mentoring co-ordinator or the NZ Coaching & Mentoring Centre if required at any point in the programme.

Programme materials

Resources and information associated with this mentoring programme are copyright NZARM and NZ Coaching & Mentoring Centre and not to be used outside of this programme within participant's organisations without permission.

Contact Information

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These guidelines have been prepared by NZCMC with input from NZARM and are aligned with the European Mentoring & Coaching Council International Standards for Mentoring Programmes in Employment.