

TE RŪNANGA O NGĀTI TAMA

General Manager – Position Description

Position:	General Manager
Responsible to:	Te Runanga o Ngāti Tama
Direct reports	Administrator Contractors (as required)
Nature and term	2 years fixed term
Key relationships:	Trustees, iwi, Waka Kotahi NZ Transport Agency and other central and local government bodies and agencies, community leaders, MTM Alliance and contractors, Ngāti Tama contractors and other iwi organisations.
Location:	Taranaki
<p>Purpose</p> <p>The General Manager provides quality support to Te Rūnanga o Ngāti Tama (TRoNT) by ensuring it has appropriate policies, procedures and plans in place to manage the iwi's assets and business activities. The role also provides and is accountable for strategic and business planning, financial and commercial management and programme delivery.</p> <p>The General Manager will understand the needs and aspirations of Ngāti Tama iwi and maintain relationships with members. With strong interpersonal skills, close relationships will be maintained with other Taranaki iwi and key agencies including central and local government agencies, to further the interests of Ngāti Tama.</p> <p>Being able to work in a kaupapa Māori context is important to supporting TRoNT to achieve desired outcomes for Ngāti Tama.</p> <p>Te Rūnanga o Ngāti Tama</p> <p>Te Rūnanga o Ngāti Tama is the mandated authority for Ngāti Tama, the most northern of the eight iwi of Taranaki. Its overarching vision is the wellbeing of our iwi and te taiao. Te Rūnanga comprises a board of trustees, who are elected every three years by registered members. This role will support the Board to progress significant development, including our partnership with Waka Kotahi on Te Ara o Te Ata: Mt Messenger Bypass project.</p>	

As the successful candidate you will have:

- proven experience in board management and project delivery
- evidence of strategic, innovative thinking
- sound financial and contract management skills
- demonstrated experience in leading and coaching a team
- highly developed communications and stakeholder engagement skills
- demonstrated excellence in both verbal and written language skills is essential
- extensive experience working in a kaupapa Māori context and competence in te reo Māori would be advantageous

- excellent ability to work with Ngāti Tama members
- understands the needs and aspirations of Ngāti Tama iwi
- integrity, strong organisation skills and personal resilience.

You must also have New Zealand residency or a valid NZ work visa.

Key accountabilities

Areas of work	Key accountabilities
Board support	<ul style="list-style-type: none"> • Works closely with the Board chair and other members of TRoNT. • Develops and implements policies and procedures to ensure the board complies with all its statutory and Trust deed obligations. • Assists the Board to promote cultural, economic, environmental and social issues of significance for members. • Assists the Board to consult on matters affecting members and any other relevant groups. • Provides timely, quality and objective advice to the Board and seeks external advice as required. • Ensures the Board is fully informed on the legal issues and legislation relevant to the Board purpose and functions. • Assists the Board with the development, negotiation, review and monitoring of its agreements with other organisations including Te Ara o Te Ata: Mt Messenger Bypass agreements and Tiaki Te Mauri o Parininihi Land Management Agreement. • Manages the audit of the Board's annual report and finances. • Establishes and manages a process for receiving and responding to board members requests. • Provides impartial advice to the Board on issues such as conflict of interest. • Co-ordinates regular Board reviews and training programme.
Strategic development and operational performance	<ul style="list-style-type: none"> • Develops achievable strategic and operational plans in consultation with the trustees, meeting required timeframes and objectives. • Effectively leads and manages TRoNT's strategies and activities in accordance with board policy, delegated authorities and legislative requirements. • Regularly communicates key components of strategic and operational plans and achievement against these with stakeholders. • Identifies risks early and works to mitigate these risks.
Financial management	<ul style="list-style-type: none"> • Ensures annual budgeting is planned and managed. • Progress against budget is monitored, and trends and variances are reported to TRoNT. • Manages infrastructure and assets effectively. • Provides accurate and timely financial reporting to TRoNT.
Commercial acumen	<ul style="list-style-type: none"> • Oversees the effective operation and administration for the Trust's commercial activities.

Areas of work	Key accountabilities
	<ul style="list-style-type: none"> • Actively seeks, identifies and pursues strategically aligned opportunities for new business ventures. • Ensures robust and commercial agreements are in place with external providers, and manages and monitors compliance with these. • Ensures work plans/targets meet organisational performance expectations and progress is monitored. • Responsible for oversight of all statutory obligations associated with business activities. • Understands the broader economy including economy specific to PSGEs.
Project responsibilities	<ul style="list-style-type: none"> • Ensures TRoNT's contribution to Te Ara o Te Ata and other Trust projects/programmes are delivered effectively and in line with projects/programme initiatives. • Measures the outputs of projects to ensure they are effective. • Ensures measures are in place to transition the Pest Management Programme from the MTM Alliance to TRoNT (if so desired by the Board). • Sets and monitors performance indicators based upon TRoNT's values and principles for Te Ara o Te Ata's cultural monitoring programme. • Identifies opportunities for funding to deliver on new social, economic and cultural initiatives. • Helps to prepare and monitor contracts to ensure deliverables are met.
Communications and relationship management	<ul style="list-style-type: none"> • Regularly communicates with iwi members and key stakeholders. • Organises hui and wānanga with iwi members and others, including kaumatua and marae meetings. • Pro-actively establishes and manages key stakeholder relationships. • Develops new and different ways of strengthening relationships with members and all stakeholders. • Delivers presentations. • Attends and participates in relevant national and regional forums and as required. • Pursues opportunities and partnerships that enhance our cultural, environmental and social goals and aspirations.
People management and infrastructure	<ul style="list-style-type: none"> • Ensures TRoNT has effective structures and roles to support organisational objectives. • Ensures that appropriate procedures for core functional HR areas such as induction, recruitment, performance appraisal, and development and statutory compliance are in place. • Creates other operational policies, procedures and systems as needed for effective human resource management within the business.
Health and safety	<ul style="list-style-type: none"> • Promotes a safe and healthy workplace as outlined in the Board's health and safety policy and procedures.

Areas of work	Key accountabilities
	<ul style="list-style-type: none"> • Ensures staff and contractors understand and adhere to the Board's health and safety policy and procedures. • Implements and ensures compliance of all health and safety policies, procedures and processes. • Plans, organises and manages health and safety activities to prevent harm and promote health and wellbeing in the workplace. • Ensures health and safety reported events are followed up and closed off within required timeframes. • Ensures health and safety management accountability for direct reports is monitored and reviewed as part of the performance review process. • Ensures all hazards and associated risks are identified and controlled.
<p>Other</p> <p>Complete any other tasks, projects or responsibilities delegated or assigned by the trustees</p>	<ul style="list-style-type: none"> • Ensures all other tasks, projects, assignments, or responsibilities delegated or assigned by the trustees are completed accurately, professionally and in a timely manner.

Qualifications / training

- Undergraduate tertiary degree minimum and/or relevant post graduate qualification.
- Relevant professional memberships, registrations and accreditations will be advantageous.

Experience / competencies

<p>Experience</p>	<ul style="list-style-type: none"> • Proven experience in policy development, board management and project delivery • Extensive experience working in a kaupapa Māori context, and/or competence in te reo Māori would be advantageous • Demonstrated experience in leading and coaching a team • Broad knowledge of and experience in New Zealand employment relations and health and safety legislation, business planning and contract management
<p>Knowledge and skills</p>	<ul style="list-style-type: none"> • Understands the needs and aspirations of Ngāti Tama iwi • Understands the Treaty of Waitangi and its importance to Māori • Sound financial and contract management skills • Evidence of strategic, innovative thinking through to implementing projects • Excellent verbal and written language skills • Demonstrated ability to build strong relationships • Highly developed communications and stakeholder engagement skills • Strong organisational skills

	<ul style="list-style-type: none">• Actively considers ways to incorporate and represent Te Ao Māori in your work
Personal qualities	<ul style="list-style-type: none">• Maintains integrity and political neutrality• Well-developed interpersonal skills• Resourceful and able to adapt to handle difficult situations• Strong personal resilience