

Position Description

Reports to	Kaihautu, CEO		
Function	To turn the strategy of Te Whawhaki Trust into action, leading implementation of Te Rautaki o Te Whawhaki.		
Internal Relationships	<ul style="list-style-type: none"> ➢ Te Whawhaki Trust Trustees ➢ Ngā Tangata Tiaki o Whanganui Kaimahi ➢ Contractors engaged to lead Te Whawhaki funded projects 	External Relationships	<ul style="list-style-type: none"> ➢ Whānau, Marae, Hapū of Whanganui Iwi ➢ Ngo's and Government agencies ➢ Contractors and consultants

Background

Te Whawhaki Trust is the part of the Ngā Tāngata Tiaki (NTT) Group that focuses on developing Te Mana o Te Iwi and Te Mana o Te Awa.

The **Kaiarotahi** is responsible for operationalising the Trusts strategic and annual plans.

The role is guided by Te Rautaki o Te Whawhaki, the strategic intent, this 20 year vision was developed from the aspirations of the people to 2040. The Kaiarotahi will lead the Trusts commitment to developing the aspirations of the whānau, hapū and Iwi, by using the resources of the Trust and others to make things happen.

This is a full time role.

Key Responsibilities

Strategy and project planning:

- Implement the priorities of the Trust, Te Mana o Te Awa Initiatives and other related matters.
- Develop detailed annual plans and the related programmes of work aligned to strategic plan of Te Whawhaki.
- Maintain consistently with NTT Group and in accordance with NTT policy, delegated authorities and legislative requirements.
- Enable Whānau, Marae & Hapū aspirations identifying strategically aligned opportunities to support our whānau at place, achieve collective impact and economies of scale where it makes sense.

Relationships

- Maintain an ongoing knowledge of the Iwi landscape by interacting regularly with whānau, marae and hapū.

- Develop relationships that build development opportunities (consistent with the role of the Trust) for Whanganui Iwi.
- Explore opportunities for co-investment or sponsorship.
- Maintain strong relationships with co-investment funders ensuring that the aspirations of Te Whawhaki are clearly visible in the arrangements.
- Liaise with Government and non-government agencies to promote hapū and led work programmes that achieve gains consistent with Tupua te Kawa.
- Provide the day to day leadership Te Whawhaki Trust receiving all enquiries and providing a solution focused approach to our whānau, hapū and Iwi consistent and in line with the broader group of Ngā Tāngata Tiaki.

Position Description

Project oversight and delivery

- Lead the design and implementation of new projects ensuring the appropriate people and resources are secured to make it happen.
- Implement and manage Projects established by or assigned to Te Whawhaki Trust, this includes
 - Contractor agreements ensure projects are scoped, budgeted and deliverables defined to match the annual and strategic goals of Te Whawhaki
 - Manage the completion of projects and ensure Ngā Tāngatas Tiaki is compliant and accountable for the achievement of project outcomes and outputs.
 - Report on the progress of project to the Board and ensure the work is connected to the aspirations of the whānau, hapū and iwi.

Finance and grant administration

- Produce a three year projection of financial commitments
- Complete the annual budget for ratification by the Board.
- Manage the overall budget of Te Whāwhaki ensuring the annual plan commitments are met and work is achieved.
- Ensure the Trust is financial accountable for all funding agreements and projects initiated by the Trust.
- Oversee and guide the administration of Te Mana o Te Awa grants and funding commitments.

Communications

- Regularly communicates key components of the plans and activity achieved against these with hapū and iwi in line with Te Rautaki o Te Whawhaki.
- Experience in engaging in Te reo māori me tikanga and able to uphold tikanga when and were required.
- Excellent written and verbal skills and report writing within required timeframes.

- Create and implement a communications plan to support the Te Whawhaki annual plan that complements the Ngā Tangata Tiaki communications plan.

Compliance and H&S:

- Recognise individual responsibility and collective responsibility for Workplace Health and Safety under the relevant legislation
- Identify, capture and manage all risks and issues associated with the work of Te Whawhaki
- Ensure all projects have a RAMS providing clarity that;
 - Identifies possible risks
 - Assesses risk likelihood and severity
 - Establishes specific actions to mitigate or manage the risk

Reporting and leadership

- Report to the NTT Kaihautu on project progress, issues, risks, conflicts and changes to plans
- Oversee the compilation of the Board Pack for Te Whawhaki Trust Meetings
- Provide monthly reporting to the Trust trustees against Annual Plan goal achievement
- Provide a quarterly report to NTT Board on the accountabilities and achievements of Te Whawhaki Trust
- Utilises best practice systems and processes to effectively manage staff on a day to day basis, including monitoring and support, as well as providing regular feedback.
- Effectively articulates the strategic direction and engages direct reports to deliver on strategic outcomes.
- Develops a focused, motivated culture where achievement and excellence are promoted.

Position Description

Behavioural and Technical Capabilities

1. Demonstrate Tupua Te Kawa in intent and practice.
2. Practical application of project management best practice methodology.
3. Ability to provide leadership to Te Rautaki o Te Whawhaki strategic plan.
4. Experienced in range of approaches and methodologies to ensure whānau, hapu, iwi, communities involvement.
5. Competence in reporting and written communication
6. Time management skills that deliver actions and objectives to project plans
7. Confident to present publicly presenting to varied audiences in multiple forums
8. Strong commercial acumen to model and propose relevant funding opportunities

Experience

- Preferably has working knowledge of Te Awa Tupua, Tupua te Kawa, and Whanganuitanga.
- Sound negotiation skills in funding arrangements and seeking the best from co-investment
- A minimum of five years experience in a senior management role, preferably within a similar organisation.
- Significant experience in managing iwi developmental affairs, with particular experience in strategic planning and implementation of strategic plans.
- Experience working within the Awa its communities, iwi and Maori organisations.
- Strong financial management background and experience.
- Governance experience and/or experience in reporting to a Board of Trust

Qualifications

- A relevant tertiary qualification or two years working experience in a relevant relationship role(s).
- Project Management accreditation is highly regarded although not compulsory.