

# Kaiarotahi – Te Whawhaki Trust

## Position Description

<b>Reports to</b>	Ngā Tāngata Tiaki CEO-Kaihautū		
<b>Function</b>	Te Whawhaki Trust operational lead	<b>Direct reports</b>	Not applicable
<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>➤ Te Whawhaki Trust Trustees</li> <li>➤ NTT Kaimahi</li> <li>➤ Whanganui Iwi and Trusts</li> <li>➤ Whanganui hapū</li> </ul>	<b>External Relationships</b>	<ul style="list-style-type: none"> <li>➤ Local and regional authorities</li> <li>➤ Iwi and hapū of Te Awa Tupua</li> <li>➤ Government organisations</li> <li>➤ Contractors and consultants</li> <li>➤ Non-government organisations</li> </ul>

### Background

**Te Whawhaki Trust** is the charitable arm of the Ngā Tāngata Tiaki Group.

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, focused on building and strengthening Te Mana o Te Iwi. The Kaiarotahi will lead the Trusts commitment to iwi development, and 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:**

- Work alongside the other roles within Te Whawhaki to implement the priorities of the Trust, Te Mana o Te Awa Initiatives and other related matters.
- Develop detailed plans and programmes of work aligned to strategic plan of Te Whawhaki.
- Effectively lead and manage all of the Trust strategies and activities inline with Ngā Tāngata Tiaki o Whanganui Group and in accordance with Ngā Tāngata Tiaki o Whanganui policy, delegated authorities and legislative requirements.
- Has the ability to work across all hapū and iwi of Te Awa Tupua, avoid duplication, and actively seeks, identifies and pursues strategically aligned opportunities to

strengthen iwi and hapū at place and contribute towards collective impact.

#### **Relationships**

- Develop relationships that build development opportunities (consistent with the role of the Trust) for Whanganui Iwi.
- Explore opportunities for co-investment or sponsorship.
- Liaise with Government and non-government agencies to promote hapū and Te Awa Tupua led work programmes that achieve policy gains consistent with Tupua te Kawa
- Provide the day to day leadership for the 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.

### Project oversight and delivery

- 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 Tāngata Tiaki is compliant and accountable for the achievement of project outcomes and outputs.

### Communications

- Regularly communicates key components of the plans and activity achieved against these with hapū and iwi in line with Tupua te Kawa.
- Experience in engaging in te reo Māori me ōna tikanga and able to uphold tikanga when and where 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 Tāngata Tiaki communications plan.

### Compliance and H&S:

- Recognise individual responsibility and collective responsibility for Workplace Health and Safety under the relevant legislation

### Reporting and leadership

- Report to the NTT Kaihautū/CEO on project progress, issues, risks, conflicts and changes to plans
- Support accountability to the Trust by participating in Trust meetings when required
- Provide monthly and adhoc reporting to the Trust trustees against Annual Plan goal achievement
- Provides regular contact with and support to the other staff members of Te Whawhaki to assist with the achievement of individual and organisational performance objectives.

- Mentors/coaches the other staff of Te Whawhaki to assist with their personal development.
- 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.

### Risk & Issues Management

- Identify, capture and manage all risks and issues associated with Te Whawhaki's annual and strategic plans.

### Behavioural and Technical Capabilities

1. Demonstrate Tupua Te Kawa in intent and practice.
2. Proficient in Te Reo o Whanganui or capable of upholding tikanga in a hui or on the Marae.
3. Practical application of project management best practice methodology.
4. Ability to provide leadership to the Te Whawhaki Strategic plan.
5. Experience in working with our people at all levels and implementing a range of approaches and methodologies to ensure hapū, iwi, communities involvement.
6. Competence in reporting and written communication
7. Time management skills that deliver actions and objectives to project plans
8. Knowledge and understanding of differing cultures and identities (High CQ)
9. Demonstrated High Emotional Intelligence (EQ)
11. Strong commercial acumen to model and propose relevant funding opportunities
12. Sound negotiation skills in funding arrangements

### Experience

- Preferably has working knowledge of Te Awa Tupua, Tupua te Kawa, and Whanganuitanga.
- 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 with Te Awa Tupua communities, iwi and Māori organisations.
- Strong financial management background and experience.
- Governance experience and/or experience in reporting to an Iwi Development 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.