

JOB DESCRIPTION

JOB TITLE:	General Manager Te Rarawa Anga Mua
REPORTS TO:	Board of Te Rarawa Anga Mua Trust (Strategic) Chief Executive Officer, Te Runanga o Te Rarawa (Strategic alignment)
KAUPAPA:	<p>Across Te Rarawa services, four development pou have been developed by Te Rarawa, to underpin and influence all its activities. These are the cultural, economic, environmental and social pou. These four pou are interconnected and each cannot be viewed in isolation from the others. They form the foundations from which Te Rarawa Anga Mua Trust fulfils its objectives.</p> <p>Te Rarawa Anga Mua Trust (Te Rarawa Anga Mua) is a subsidiary of Te Runanga o Te Rarawa which is wholly owned by Te Runanga o Te Rarawa. It is a charitable trust with Māori authority status and governed by trustee/directors plus ex-officio representatives. The group has a goal to build sustainable social, cultural, economic and environmental outcomes that will support Te Rarawa and its vision for whānau, hapu, marae and communities. Te Rarawa settled its historical Treaty claims in 2015 and this position is a result of this.</p> <p>Te Rarawa Anga Mua was established to manage and grow Te Rarawa social, cultural, and environmental services. It will continue to deliver excellent (good quality), accessible services throughout Te Hiku geographic region. The Trustees have a collective interest in whanau, hapu and iwi development. The intent is to grow the inter-generational approach to ensure that it provides integrated services, with long – term benefits and outcomes for whānau, hapu, marae and communities</p>
PURPOSE OF POSITION:	The purpose of the General Manager position is to ensure Te Rarawa Anga Mua Trust meets its kaupapa. The position will manage social, cultural and environmental contracts to ensure growth, which contributes to the collective good of whānau, hapu and lwi as part of the strategic direction. In this role as the General Manager, they will provide strategic oversight, innovation and sustainability. The GM will be a good communicator that has the ability to move the strategic direction into action.
LOCATION:	Te Runanga o Te Rarawa offices, Kaitaia Matthews Ave, Kaitaia
KEY ACCOUNTABILITIES:	Annual Performance Agreement Strategic leadership Contract management Day to day functions

Financial Competency
Leading organisational performance and growth
Stakeholder relationships
Compliance

Key Result Area	Expected Outcomes/Performance Indicators
Annually	Each year the Board will develop with the GM, a Performance Agreement that specifies the measureable quantitative and qualitative expectations of the position. This is the key annual accountability document to assess the deliverables of the GM position.
Strategic Leadership	<p>A Navigator with the ability to plan a robust long term social, cultural and environmental strategy that clearly articulates the future vision of Te Rarawa Anga Mua and provides clear prioritisation. Has the ability to work through the complexity of issues, problems and opportunities to affect results.</p> <p>A Strategist and Entrepreneur who develops measurable innovative steps to achieve the agreed long term vision. Ability to create clear actions from the priorities with a course of action to align with the Te Rarawa vision and TRAM plans.</p> <p>To lead and promote the integration of Whānau Ora and Result Based Accountability ideology and practice across all services.</p> <p>A Global Thinker and Change Driver Committed visionary that seeks opportunity to grow services and willing to enthuse and motivate others in the organisation.</p> <p>An Enterprise Guardian cognisant of whānau and Māori cultural values and upholds the values Te Rarawa whānau.</p> <p>A Captivator and Mobiliser with a track record of strong and assertive leadership to increase Te Rarawa Anga Mua reputation across the iwi and the community.</p>
Contract Management	<p>Lead a continued focus on reducing inequalities and the integration of Māori worldview values across all strategic planning, service integrated contracting and delivery, procurement, monitoring and reporting functions.</p> <p>Manage reporting collation for funders and stakeholders and Board Directors.</p> <p>Has strong relationship management and sees opportunity on where to invest in programmes and initiatives.</p> <p>Evidence of Manawhenua relationship management.</p> <p>Ability to analyse local data and make recommendations on service delivery including good promotion and marketing of new ideas.</p>
Day to day functions	<p>Health and safety is monitored and good mechanisms/systems are in place to manage these.</p> <p>Confidence to delegate and authorise delegation to direct reports. Have sound judgement techniques by virtue of principle and value.</p> <p>Excellent reporting</p>

Key Result Area	Expected Outcomes/Performance Indicators
	People oriented with a focus on improving workforce development and talent management of kaimahi.
Financial Competency	<p>Good financial or business acumen.</p> <p>Budgets and are well managed.</p> <p>Contracts align with budget expectations and strategic direction of Te Rarawa</p> <p>Good forecasting that contributes to the greater economic growth of Te Rarawa.</p> <p>Fiscally responsible and prudent.</p>
Leading organisational performance and growth	<p>The organisational culture is consistent with the values. The organisation is flexible and fosters accountability and empowerment.</p> <p>Staff are recruited, developed and retained with a focus on high performing professionals who are highly engaged and will continue to drive Te Rarawa Anga Mua success.</p> <p>Internal communication channels ensure open, full and timely communication.</p> <p>Good employer and good faith principles, including equal opportunities, underlie all employment policies.</p> <p>Can translate demography need into good and effective programmes, (trends, issues, inequalities and disparities).</p> <p>Able to be innovative and seize opportunities and apply a business framework with ideas.</p>
Stakeholder relationships	<p>Good public and stakeholder networks and ability to create new relationships.</p> <p>Inter-sectorial management experience.</p> <p>Strong communication skills. Knowledge of Te Rarawatanga, Te Rarawa hapu and surrounding communities and understands the demographics.</p> <p>Strong relationships are built with support personnel from Te Runanga including financial, administration, planning and management.</p>
Compliance	Te Rarawa Anga Mua is compliant with all relevant legislation, accounting standards, good commercial practice, and health and safety requirements.

KEY RELATIONSHIPS: Chair, Te Rarawa Anga Mua
Board Members, Te Rarawa Angamua
CEO, Te Runanga o Te Rarawa
Chair, Te Runanga o Te Rarawa
Runanga staff
Runanga delegates
Te Rarawa Marae
Governments Departments/Funders
Community Services and Stakeholders

STAFF: Numbers are being determined.

SALARY LEVEL: Negotiable depending on skills, experience and qualifications.
May include an at risk performance component.

KEY COMPETENCIES:

Strategic orientation

Develops business and governance strategy, leading and influencing all stakeholders to view the broader perspective and act in line with future priorities and plans. Drives the organisation to achieve key strategic objectives and future needs.

Culturally competent

Comfortable working in a Maori environment at all levels. Experience with kaupapa Maori and knowledge of Iwi, hapū, marae and whānau structures that will assist with the building of synergies. Passionate about Iwi development with an understanding of te reo me ona tikanga, or a willingness to upskill.

Commercial savvy

In tune with key commercial, business and industry and sector drivers, spotting areas for competitive advantage, growth and cost reduction ahead of the competition. Develops strategies to maximise potential advantage.

Leading others

Is a natural and inspirational leader, who inspires dedication, commitment and enthusiasm in others. Is skilled in utilising different leadership styles, but always leads by example and operates with integrity.

Persuading/Influencing

Uses effective influencing strategies at the highest level, both internal and external and ensures objections are neutralised and acceptance and buy-in is gained to way of thinking or course of action.

Change management

Develops high level change strategies across the business and provides leadership through change. Facilitates change and ownership in own areas and across stakeholders.

Relationship building and management

Creates mutually beneficial partnerships and productive working relationships with external and internal stakeholders and interacts confidently at the highest levels employing astute interpersonal skills and building trust and respect.

Dealing with Uncertainty

Excels in an environment where there is a lack of certainty and high levels of change or ambiguity. Thrives in role of change agent and reacts positively to changing priorities and needs.

Politically Astute

Diplomatic, politically savvy, uses internal and external resources to facilitate the attainment of objectives. Able to work in Maori and non-Maori political environments.

Team work

Works as a team player and takes advantage of existing practices, values and beliefs to build a culture of trust and openness amongst team members and encourages all to participate and share. Motivates team towards goals and enhances team effectiveness by taking responsibility to resolve team issues and promote harmony.