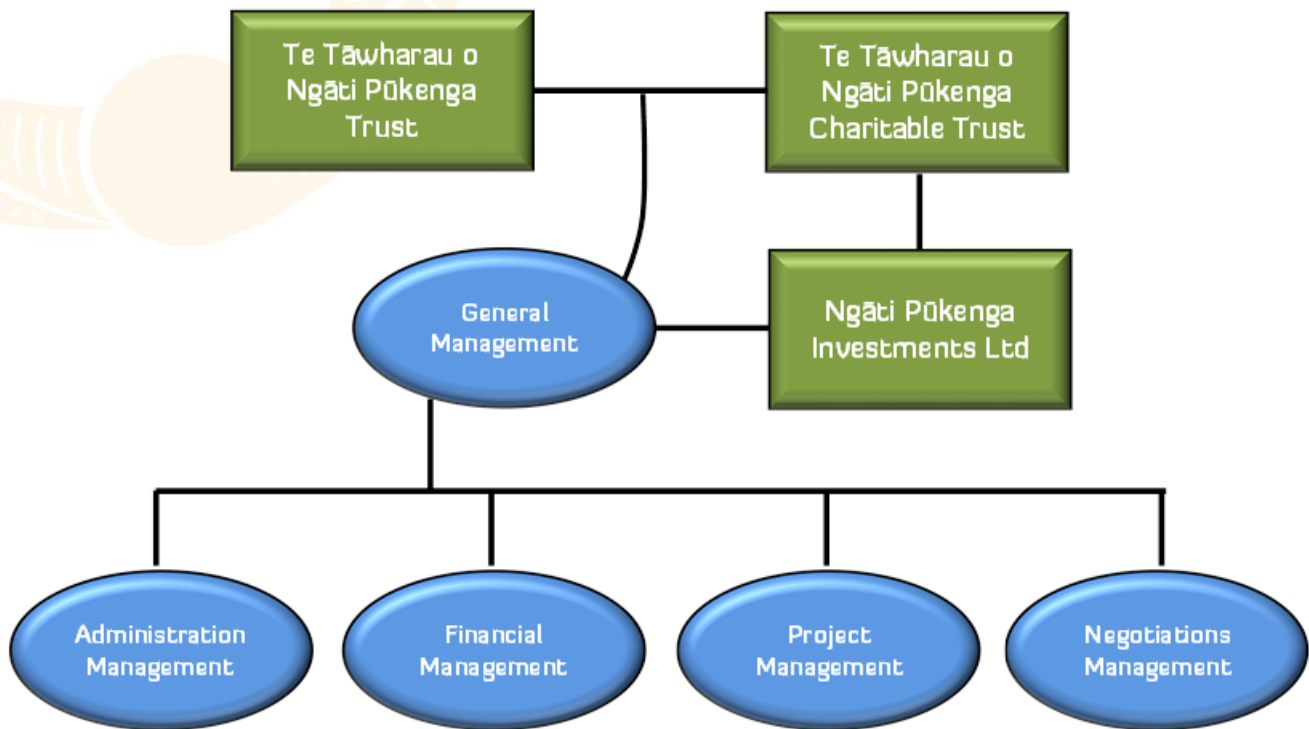


**POSITION DESCRIPTION
GENERAL MANAGER**

Vision	
Kia puāwai ai ngā uri o Ngāti Pūkenga <i>May the people of Ngāti Pūkenga flourish</i>	
Mission	
Mā te Pūkenga ka whiwhi ai ngā huarahi kia puāwai <i>Using skills to find ways to flourish</i>	
Values	
<p>In seeking to fulfil its mission, the values that drive Te Tāwharau o Ngāti Pūkenga (TTONP) are:</p> <ul style="list-style-type: none"> ▪ Ngāti Pūkengatanga (having strong foundations in the knowledge and experience that come from being Ngāti Pūkenga) ▪ Whanaungatanga (connecting positively with each other) ▪ Manaakitanga (treating people with dignity) ▪ Kotahitanga (collaborating together to achieve shared goals) ▪ Rangatiratanga (exercising leadership that respects both iwi - wide & kāinga-focused aspirations) ▪ Te Taiao (staying connected to our natural environment) ▪ Pūkenga auaha (being creative and innovative) <p>At the same time Te Tāwharau must be:</p> <ul style="list-style-type: none"> ▪ Strategically sound ▪ Open, honest and accountable ▪ Financially robust and stable ▪ A model of strong and positive leadership 	
Internal Relationships	
Chairperson	Direct reporting and accountability
Trustees	Accountability to the Board; reporting, support and advice
Directors	Provide support to commercial company and collaborate on commercial and non-commercial projects
Contractors	Effectively manage contractors and foster a team environment
External Relationships	
Ngāti Pūkenga iwi	Delivery of outcomes
Other Iwi Organisations / Local Government / Government bodies and agencies / Communities	Develop effective and collaborative relationships, facilitation and networking when required

Organisational structure



Purpose of the Role

The Te Tāwharau Group is a small iwi organisation with financial management outsourced to an accounting firm, and two contractors providing management support. Both positions are based on milestones but involve approximately 25 hours per week.

The Charitable Trust is seeking a General Manager (GM) for the Group to focus on the following priorities for the next five years:

- Growing the settlement assets;
- Planning and executing kotahitanga events such as ahurei and wānanga for Ngāti Pūkenga;
- Succession planning and leadership development; and
- A modest distribution to our kāinga each year.

This will include ensuring that the Group’s strategic plan is appropriately resourced and its strategic goals as set out below are achieved:

Strategic Outcomes	Strategic Goals
Excellent Governance	<ul style="list-style-type: none"> • By 30 September 2018 the Trustees will have developed and approved a Five Year Strategic Plan for 2019-2024 • By 30 November 2018 a robust election process has occurred for representatives from Tauranga and Manaia • By 31 March 2019, the Trustees will have maintained a high standard of governance capability, measured through a Trustee evaluation process • By 30 November 2019, new Trustees will have achieved a high standard of governance capability, measured through a Trustee evaluation process

	<ul style="list-style-type: none"> • By 31 March 2019 policies will have been reviewed as per the policy review system • By 31 March 2019 all outcomes set out in the communications and engagement plan will have been achieved for 2018-2019
Asset Management	<ul style="list-style-type: none"> • By 31 March 2019, Hauraki Collective and Tauranga Moana Framework negotiations will be completed • By 31 March 2019 the goals set out in the Treaty settlement asset management plan will have been achieved • By 31 March 2019 NPI will have largely achieved the full SIPO and Investment Strategy implementation • By 31 December 2018 the Trustees will have sent a Letter of Expectation for NPI for the following year • By 31 March 2019 NPI will have submitted a final Statement of Corporate Intent to the Trustees • By 31 March 2019 NPI will have made significant progress in achieving the SIPO targets and investment returns of circa \$750,000 per annum by 2020
Active participation by whanau	<ul style="list-style-type: none"> • By 31 March 2019 TTNOP will have continued to support Maketu in their aspirations for a dedicated Ngāti Pūkenga meeting place in Maketu • By 31 March 2019 TTNOP will have continued to support Pakikaikutu to implement the plan for a dedicated Ngāti Pūkenga meeting place in Pakikaikutu • By 31 March 2019 TTNOP will have developed options for the allocation of funds for the benefit of all iwi members
Leadership	<ul style="list-style-type: none"> • By 30 June 2018, TTNOP will have worked with kāinga to identify a leadership group of rangatahi • By 31 December 2018, TTNOP will have worked with the rangatahi to scope up a leadership programme to inspire them to become leaders in our marae, kāinga, iwi and communities • By 31 March 2019 TTNOP will have ensured there is adequate capacity and resources to facilitate the ongoing roll out of the Rangatahi leadership programme • By 31 March 2019 TTNOP will have held an event which celebrates and brings together Ngāti Pūkenga
Sustainable Economic and Business Development	<ul style="list-style-type: none"> • By 30 September 2019, TTNOP will have ensured there is adequate capacity and resources to facilitate strategic relationships with government and non-government groups to support business development, enterprise, innovation and entrepreneurship within Ngāti Pūkenga • By 31 March 2019, TTNOP will have established a Pūkenga Global Inc brand
Strong and positive profile	<ul style="list-style-type: none"> • By 30 September 2018, TTNOP will have scoped out and prioritised opportunities for national exposure for Ngāti Pūkenga • By 31 March 2019, TTNOP will have continued to support the entities in Maketu and Pakikaikutu as required

Key Activities

Key activities will include:

- Strategic and annual planning
- Policy reviews
- Trustee evaluation
- Project oversight – oversee projects to ensure that project milestones and deliverables are achieved
- Reporting (monthly and annually) – compile, collate and prepare documentation to inform and advise the board

- Providing support to Ngāti Pūkenga Investments Limited including:
 - Investigating investment opportunities
 - Drafting business cases
 - Reporting (quarterly and annually)
 - Receiving investment reports
 - Annual reviews – SIPO, Statement of Corporate Intent
 - Board Hui (including Minute taking)
- Overseeing operations
- Seeking operational funding
- Progressing the Ngāti Pūkenga Marine and Coastal Area application
- Providing support for elections
- Building and maintaining relationships

Skills and Attributes

The successful candidate will possess:

- Experience in supporting a board to develop and execute strategy
- Experience in operational management has the ability to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; and arranges information to a high standard
- Supervisory and risk management experience
- Problem solving abilities
- The ability to write business cases, policies and plans
- The ability to review financials and investments
- Excellent communication and relationship skills
- Excellent time management skills; uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.
- Knowledge of Te Reo and tikanga Maori
- Experience working with iwi and Māori organisations