

## **Ngāti Pahauwera Development and Tiaki Trusts**

### **JOB DESCRIPTION:** **Transition Manager** **(2 year contract)**

#### **General Description:**

The Ngati Pahauwera Deed of Settlement was signed in December, 2010. The legislation and completion of the settlement is likely to be received in 2012. A Transition Manager is now required to assist with the infrastructure requirements to transition from a Treaty Claims organisation into an organisation that has the systems, policies, procedures, plans developed or in place for when the settlement is received.

The Transition Manager will also be responsible for Developing and managing the assets and co ordinating the administrative and operational functions of the Ngāti Pahauwera Development and Tiaki Trusts. This is a two year contract role. The Trusts Office is currently located in Wairoa. However, there is flexibility in where this position is located.

#### **Responsible To:**

The Transition Manager will be responsible to the Trustees and report to the Chair.

#### **Qualifications and Experience:**

- Generic skills in Community and Economic Development
- The ability to initiate and implement creative and innovative solutions.
- Qualifications and experience in Management and Planning
- Commercial and business experience
- Experience in Project and Change management
- Experience in developing organisational capability and capacity.
- Executive and technical skills for organisational leadership
- Current full NZ drivers licence

#### **Principle Requirements:**

### ***Establishment and development of a Operationalise Post Settlement Entity***

- Advising the Trustees on strategic directions including commercial and the necessary structures to deliver on the vision;
- Identify issues relating to specific treaty assets and the development of plans and policies;
- Action and manage projects;
- To liaise with expert advisors to advance the interests of Ngati Pahauwera;
- To assist and advise the Trustees on Trust and management policy;
- To identify, develop and manage the operational and administrative functions of the Trusts;
- To develop human resource management strategies to meet the planning and policy objectives of the Trusts;
- To identify and understand Tax, Legal, Structure issues relevant to the Trusts
- To ensure compliance with any statutory obligations;
- To protect the Trusts' and Iwi's interests by identifying risks and mitigating them.

### ***Management Administration:***

- To be responsible for the overall preparation and presentation of all necessary documents and papers for the Trustees including agenda papers, budgets, reports, plans, decision papers, policy and submissions;
- To be responsible for hiring and terminating staff and personnel as required by the Trusts, and managing their employment and performance conditions;
- To be responsible for the general running of the management, procedures and systems of the Trust;
- To be responsible for the establishment, maintenance and security of the necessary business, information and administration systems of the Trusts' office.
- To ensure a contingency plan and disaster recovery programme is in place for the Trusts;
- Able to define, scope, cost and plan projects and implement and manage them to their conclusion;

### **Authority**

The Transition Manager's financial authorities are limited to specific authorisations of the Trust's which includes:

- Recommendation to the trustees on hiring and terminating staff in accordance with the Trust's Employment Policy;
- Managing the budget agreed which will include expenditure in line with specific delegations and budgeted amounts and the achievement of budgeted income lines or better;

### **Personal Qualities**

The Transition Manager should possess the following skills, qualities and attributes:

- Have a high level of credibility, trust, integrity and influence in all the Trust's business and political affairs;
- Have a strong work ethic and sense of personal professionalism;
- Have highly developed skills in written and oral communications at all levels;
- Be able to work competently within the complex political, business, cultural and social environment;
- Be able to apply strong interpersonal skills in developing relationships with Trustees, staff, iwi leadership, Crown agencies, and other stakeholders;
- Have a highly developed sense of strategic thinking and the ability to implement agreed strategies;
- Represent the Trusts interests at local, regional or governmental level meetings;
- Liaise and work with other Iwi, Rūnanga and Trust Boards on matters of common interest and while upholding the protection and position of Ngāti Pahauwera's rightful interests;
- Maintain a sound and confidential working relationship with the Chairperson;
- Act in the best interests of the Trust's at all times; and
- Maintain high standards of accountability.

### **Performance Indicators**

- 90 day work plans produced, agreed and actioned;

- Acceptance by Trustees of the work produced;
- Able to manage work flow, stress and the job throughout;
- Maintains ongoing dialogue with clients and stakeholders;
- Demonstrates a sound and confident working relationship with the Chairperson;
- To meet the financial targets.

## Competencies

<b>Core Competencies</b>	<b>Behaviours</b>
<b>Problem- Solving Skills</b>	<ul style="list-style-type: none"> <li>• Accurately defines problems (problems are generally routine)</li> <li>• Solves routine problems</li> <li>• Considers alternative solutions</li> <li>• Makes objective, well reasoned delivery decisions</li> <li>• Knows when to refer problems (and seeks advice)</li> <li>• Effectively solves practical problems to improve operational outcomes</li> </ul>
<b>Relationship Skills</b>	<ul style="list-style-type: none"> <li>• Builds and maintains positive working relationships with the Chair and Trustees and wider iwi;</li> <li>• Manages staff professionally;</li> <li>• Works as part of a Team;</li> <li>• Listens fully to understand another’s point of view;</li> <li>• Maintains a constructive and open approach when dealing with stakeholders;</li> <li>• Has excellent time management skills;</li> <li>• Keeps commitments made.</li> </ul>
<b>Practical and Technical Skills Knowledge</b>	<ul style="list-style-type: none"> <li>• Displays a thorough knowledge of the job;</li> <li>• Technically competent;</li> <li>• Ensures regular reports are produced for Trustees;</li> <li>• Follows best management practice;</li> <li>• Communicates risks to the Trustees and how they should be mitigated;</li> <li>• Computer and technology literate;</li> <li>• Financially literate;</li> <li>• A desire to learn and expand knowledge and expertise</li> </ul>
<b>Comprehensive Communications Skills</b>	<ul style="list-style-type: none"> <li>• Listens accurately and constructively;</li> <li>• Excellent writer</li> <li>• Ensures understanding and seeks clarification of issues;</li> </ul>

	<ul style="list-style-type: none"><li>• Presents information with logic and coherence;</li><li>• Speaks with authority and influence.</li></ul>
<b>Planning and Organising Skills</b>	<ul style="list-style-type: none"><li>• Plans ahead, sets realistic and achievable goals;</li><li>• Liaise and works with staff to improve systems;</li><li>• Considers risks and plans accordingly</li><li>• Considers resources when planning work; and</li><li>• Uses good judgment in organising.</li></ul>