



POSITION DESCRIPTION

DETAILS

POSITION TITLE:	GENERAL MANAGER
REPORTS TO:	CHAIRPERSON

ORGANISATION STRUCTURE AND CONTEXT

Ngā Kaitiaki o Ngāti Kauwhata is a significant indigenous organisation in New Zealand, dedicated to preserving and protecting the cultural and environmental heritage of the Ngāti Kauwhata iwi. With a rich history rooted in the land, Ngā Kaitiaki o Ngāti Kauwhata plays a vital role in advocating for the rights and interests of the people. Our work extends beyond land management to include fostering community connections, promoting cultural revitalization, and engaging in sustainable practices. Through collaboration with local authorities, government agencies and other groups, we strive to ensure the continued prosperity and well-being of Ngāti Kauwhata and their ancestral lands.

PURPOSE OF THE POSITION

The position of General Manager (GM) is responsible for coordinating all operational functions of Ngā Kaitiaki o Ngāti Kauwhata. This includes financial and operational oversight of all contracts including responsibility for the recruitment and retention of all kaimahi.

The General Manager will provide strategic advice to the Board of Trustees relating to current and future opportunities within the various landscapes locally. This includes maintaining existing relationships and developing new relationships with local iwi, NGO's DHB's, local and central government and private entities within the sector where appropriate.

DELEGATED AUTHORITY

- Negotiates contracts directly with the funding agencies.
- Hires, transfers, terminates direct reports.
- Operating expenditure within approved budgetary limits.
- Capital expenditure within approved budgetary limits.

ACCOUNTABILITIES

The following points outline the responsibilities and objectives of this position within Ngā Kaitiaki o Ngāti Kauwhata, focusing on strategic planning, service provision, stakeholder engagement, and organisational management.

1. Contribute to the long-term success of Ngā Kaitiaki o Ngāti Kauwhata by providing strategic and service planning leadership and direction. Manage the communication and continued success of Ngā Kaitiaki o Ngāti Kauwhata in the various sectors.
 - A. **Strategic plans for local Māori needs:** Develop and implement strategic plans that address the unique needs of the Māori community served by Ngā Kaitiaki o Ngāti Kauwhata, ensuring that services are culturally appropriate and aligned with community priorities.
 - B. **Capacity building for culturally appropriate services:** Collaborate with service providers to enhance their capacity in delivering culturally sensitive and safe services to māori whānau, community, fostering an environment of cultural competence and understanding.
 - C. **Engagement in local, regional, and national forums:** Participate in relevant forums to contribute to the development of strategies that benefit māori communities at various levels of governance, ensuring the voice of Ngā Kaitiaki o Ngāti Kauwhata is heard and respected.
 - D. **Meeting contractual obligations:** Ensure all contractual commitments are fulfilled within specified timeframes and quality standards, maintaining the organisation's reputation for reliability and professionalism.

2. Provide accurate, timely, coordinated, and effective advice and recommendations to the Board of Trustees, shareholders, subcontractors, and kaimahi to ensure all aspects of the provision of services offered to māori by māori continue.
 - A. **Specialist expertise and advice:** Offer specialised knowledge and guidance to organisational leadership, informing decision-making processes and strategic directions.
 - B. **Representation in various forums:** Act as a representative of Ngā Kaitiaki o Ngāti Kauwhata in diverse settings, both māori and non-māori, advocating for the interests of the organisation and its stakeholders.
 - C. **Collegial leadership and support:** Foster a supportive and collaborative environment within the organisation, promoting teamwork and cohesion among kaimahi and stakeholders.
 - D. **Promotion of responsible culture:** Encourage and uphold a culture of responsibility, integrity, and accountability across all levels of the organisation, setting a positive example for kaimahi and stakeholders alike.

3. Provide effective advice through consultation and networking with external groups, agencies and organisations, government departments and agencies, other providers and Māori organisations and groups ensuring Ngā Kaitiaki o Ngāti Kauwhata reputation is promoted and maintained.
 - A. **Building and maintain relationships:** Cultivate strong relationships with external stakeholders, including other Māori organisations, government entities, and community group, to enhance collaboration and support for Ngā Kaitiaki o Ngāti Kauwhata's mission and objectives.

- B. Iwi/Māori relationship development:** Establish and nurture relationships with local iwi and māori groups, respecting cultural protocols and fostering mutual understanding and cooperation.
 - C. Input in policy developments:** Seek opportunities for Ngā Kaitiaki o Ngāti Kauwhata to provide input and feedback on policy development at local, regional, and national levels, ensuring that the organisation’s perspective is considered in decision-making processes.
4. Ensure sound management practices are implemented and adhered to and the services are developed and delivered in a fiscally responsible manner.
- A. Effective organisational management:** Oversee the efficient management of the organisation by ensuring that plans, budgets, and reports are completed in a timely manner, providing transparency, and accountability to stakeholders.
 - B. Adherence to management practices:** Ensure that appropriate management practices are followed in the development and delivery of services, maintaining a high standard of quality and professionalism.
- Financial accountability:** Implement efficient and transparent financial accounting practices., ensuring that resources are used responsibly and in alignment with the organisation’s goals and objectives.
- D. Business growth:** Work with the Board to develop strategies for growing the overall business of Ngā Kaitiaki o Ngāti Kauwhata, seeking opportunities for expansion and sustainability while remaining true to the organisation’s mission and values.

PERSON SPECIFICATIONS

- Relevant tertiary qualifications.
- Experience in a senior leadership role.
- Experience in strategic planning.
- Experience managing diverse stakeholders relationships, e.g : Central, and local government, community organisations and NGO’s.
- Be able to build and maintain positive relationships.
- Ability to work under pressure, meet deadlines and accomplish company objectives/targets.
- Superb communication skills including presentation, written and oral.
- Expertise in Kaupapa māori and strong te reo me one tikanga.

ACCEPTANCE

Kaimahi Name:	
Signature:	
Date:	