



TE MATAPIHI
HE TIROHANGA MŌ TE IWI TRUST



Job Description

Kaiwhakahaere Tari – Administration Manager

Location	From home office	Term	Permanent
Salary Range	\$85-95k	Hours	Full time
Reports to	General Manager	Delegations	TBA
Direct reports	Up to 3		

About Te Matapihi

Te Matapihi is the national sector body for Māori housing.

Moemoeā – Our vision

“He mana kāinga, he kāinga ora - Thriving Māori whānau”

Pūmanawa – Our mission

“Kia para ai te huarahi ki te ūkaipō - Forging Māori housing pathways”

Te Matapihi he Tirohanga mō te Iwi (a window offering vision for the people) was established as a charitable trust in 2011 to:

- Advocate for Māori housing outcomes at a national level
- Offer an independent voice for the Māori housing sector
- Assist in Māori housing policy development at central and local government levels
- Support the growth of the sector by providing advice, facilitating collaboration, and sharing high quality resources and information.

Our key objectives are:

Whakatupu
Grow

- Iwi/Hapū and Māori providers deliver an increasing supply of quality housing solutions.

Mahi Tahī
Collaborate

- Collective action within the Māori housing sector leads to positive impacts for whānau.

Kōkiri
Champion

- Te Matapihi provides a trusted national voice on Māori housing, influencing positive system change.

Purpose of the role

The Kaiwhakahaere Tari plays a lead role in upholding the kaupapa of Te Matapihi, ensuring:

- the organisation has sound administrative systems in place; and
- the Te Matapihi board and operations team are well supported.

Key responsibilities

- Manage the Te Matapihi administration team.
- Develop, maintain, and monitor internal policies and procedures.
- Develop, monitor, and coordinate Te Matapihi financial management systems and processes, including budget, audit, asset register, payroll, invoicing and accounts payable.
- Coordinate reporting on the Te Matapihi strategic plan, annual work programme and funding contracts to meet both internal and external requirements (including the Te Matapihi annual report).
- Develop and implement systems to measure organisational effectiveness and impact at both governance and operational levels (such as Results Based Accountability).
- Develop and implement the Te Matapihi Philanthropic Funding Strategy.
- Oversee Te Matapihi IT infrastructure.
- Provide support to the Te Matapihi board as necessary.
- Provide support to the Te Matapihi General Manager and wider team as necessary.

Skills and experience

- Proven administration management experience with strong leadership & mentoring skills.
- Financial reporting and management skills including payroll management.
- Experience in operating as a trusted advisor to senior management.
- Cultural awareness - in particular an understanding of Te Tiriti o Waitangi, Te Reo Māori, and the principles of equity.
- Ability to work within a team.
- A strong eye for detail and the ability to work across various work streams.
- Self-motivated, taking responsibility for ensuring that tasks are completed, and deadlines are met.
- Good knowledge of overall business administrative processes.
- A high level of maturity, integrity, and ability to work with confidential and sensitive information discreetly.
- A strategic thinker with the ability to look at the big picture.
- The ability to problem-solve, use initiative, and display sound judgement.
- Highly developed written and oral communication skills and computer literacy (primarily Microsoft products).
- Experience using Xero would be an advantage.

Staff Management

Direct reports:

- Executive Secretariat
- Other administrative staff

Key relationships

External	Nature of relationship
Whānau, hapū, iwi and Māori providers.	<ul style="list-style-type: none"> • General support and advice as required.
Government departments, their officials and other key organizations.	<ul style="list-style-type: none"> • Providing evidence-based reporting requirements. • Invoicing. • Contract administration. • Monitoring of contract deliverables.
Suppliers and contractors	<ul style="list-style-type: none"> • Contract administration. • Payment of invoices. • Monitoring of contract deliverables.
Internal	Nature of relationship
General Manager	<ul style="list-style-type: none"> • Support and advice. • Consultation on annual budget. • Monitoring of budget expenditure.
Other team members	<ul style="list-style-type: none"> • Coordinating work programme reporting • Support and advice. • Consultation on annual budget. • Monitoring of budget expenditure.
Executive Board	<ul style="list-style-type: none"> • Preparation and presentation of financial reports, including budget and audit. • Liaison with the treasurer on financial reporting. • Preparation of annual report. • Support and advice.

Person Specification

Kaiwhakahaere Tari – Administration Manager	Essential	Desirable
Experience		
Working with/ for Māori organisations	✓	
Partnering, supporting, informing, advising and collaborating with multiple partners and stakeholders	✓	
Developing and maintaining collaborative relationships, especially with Whānau, Hapū, Iwi and Māori service providers	✓	
Leading projects involving multiple stakeholders	✓	
Working in the not for profit or community sector	✓	
Providing executive support to governance and senior management		✓
Staff management		✓
Preparation of clear and impactful reports for a range of audiences, internal and external		
Development and implementation of systems and policies (including financial and human resources) for not-for-profit organisations		
Knowledge and understanding		
Understanding of tikanga Māori and te reo Māori	✓	
Understanding of the not-for-profit sector	✓	
Understanding governance within a Māori organisation	✓	
Knowledge and understanding of the Māori housing sector, its challenges and opportunities		✓
Knowledge and understanding of the machinery of government (including local government), particularly as it relates to the Māori housing sector		✓
Skills		
Ability to build effective, sustainable and productive relationships	✓	
Excellent written and verbal communication and presentation skills for a range of audiences	✓	
Excellent organisational skills - ability to plan and prioritise work to meet agreed deadlines	✓	
Ability to negotiate and influence key stakeholders at a senior level	✓	
Ability to demonstrate judgement and make effective and timely decisions.	✓	
Computer literate including good working knowledge of Microsoft Office (Word, Excel, Outlook and Access)	✓	
Creative and effective problem solver	✓	
Personal Attributes		
Highly motivated and enthusiastic approach to work	✓	
Ability to be flexible and respond to changing priorities	✓	
Understanding of and commitment to the values and objectives of Te Matapihi	✓	
Ability to work and deliver outcomes with minimal supervision	✓	
Education/Training		
Degree level qualification in a relevant field		✓
Housing related qualification		✓