



**Arowhenua Whānau Services**

*Providing a wide range of integrated services to all Maori and non-Maori living within the Arowhenua Rohe*

## **AROWHENUA WHĀNAU SERVICES TRUST**

### **POUWHAKAHAERE (CHIEF EXECUTIVE OFFICER) POSITION DESCRIPTION**

**JOB TITLE:** Pouwhakahaere (Chief Executive Officer)  
**COMPANY / DIVISION:** Arowhenua Whānau Services Trust  
**TERM:** Permanent

#### **ORGANISATION CULTURE**

#### **VISION**

*“Whānau development will strengthen this community”*

#### **VALUES**

To uphold the manu and tikanga of Arowhenua Whānau Services by:

**Kawa** - Upholding the kaupapa on which Arowhenua Whānau Services was founded; it's values, vision, mission statement and purpose. Welcoming and embracing all whānau.



### **Arowhenua Whānau Services**

*Providing a wide range of integrated services to all Maori and non-Maori living within the Arowhenua Rohe*

**Manaakitanga** - Being respectful, fair, and honest

**Aroha** - Being empathetic, compassionate, and non-judgmental

**Tautoko** - Encouraging and supporting whānau to realize their full potential.

### **POSITION IN ORGANISATION**

<b>Reporting To</b>	<b>Trust Board Arowhenua Whānau Services (primarily the Chair or their nominee)</b>
<b>Direct Reports</b>	Clinical Lead Non-clinical Lead Operations Support/HR Lead

### **FUNCTIONAL RELATIONSHIPS**

<b>Internal</b>	Trustees of Arowhenua Whānau Services Trust Direct reports Other AWS Kaimahi
<b>External</b>	All Funders representatives Te Rūnanga o Arowhenua, Te Rūnanga o Waihao, Te Aitarakihi Te Tauraki Key staff at Health NZ (Te Whatu Ora) Local General Practitioners All Maori community organisations involved in delivering services to whānau in South Canterbury community Maori health and social services providers



## Arowhenua Whānau Services

*Providing a wide range of integrated services to all Maori and non-Maori living within the Arowhenua Rohe*

Government and Private sector agencies as relevant

### MAIN PURPOSE

- The purpose of this position is to lead Arowhenua Whānau Services as the primary Māori kaupapa Health and Social Services Provider in the takiwā of Arowhenua and Waihao Rūnanga.
- To have strategies in place to mitigate key risks such as Funding Risk, Clinical Services Provision Risk, Reputation Risk, Privacy of Client Information Risk, Health and Safety Compliance Risk.
- To provide strategic advice to the Board of Trustees on new opportunities and how to grow existing services and executing them to grow and sustain Arowhenua Whānau Services.

### KEY TASKS AND EXPECTED RESULTS

Key Accountabilities	Expected Results
<b>Organisational Leadership</b> - the Kaiwhakahaere as the overall lead employee of Arowhenua Whānau Services will lead by example through all aspects of the role	<ul style="list-style-type: none"><li>• Inspire and motivate all employees to be engaged in their mahi and with the vision, purpose and plans of Arowhenua Whānau Services</li><li>• Create and maintain a high functioning and accountable team</li><li>• Uphold the mana of Arowhenua Whānau Services in all environments and interfaces</li></ul>
<b>Organisational Management</b> - the Kaiwhakahaere as the overall lead employee of Arowhenua Whānau Services will ensure the optimal running of the organisation through having the appropriate systems, policies and procedures in place and applied as well as	<ul style="list-style-type: none"><li>• All appropriate operating policies and procedures in place, regularly reviewed and updated, and complied with</li><li>• All kaimahi have the required qualifications, skills and experience</li></ul>



## Arowhenua Whānau Services

*Providing a wide range of integrated services to all Maori and non-Maori living within the Arowhenua Rohe*

kaimahi with the required qualifications, skills and experience	
<b>Strategic advice-</b> to provide strategic advice and support to the Board of Trustees of Arowhenua Whānau Services (Board)  To participate in local, regional or national advisory forums as required	<ul style="list-style-type: none"> <li>• Strategic opportunities are identified and presented to the Board in such form that the board can make an informed decision on the way forward</li> <li>• Actively participates in the Board's strategic planning process and review process</li> <li>• Actively participates in local, regional and national forums</li> </ul>
<b>External Relations &amp; Funding</b> - develop and maintain relationships with key agencies, government departments and other organisations	<ul style="list-style-type: none"> <li>• Strong interpersonal relationships with key external organisations representatives are established, maintained and enhanced</li> <li>• Proactive pursuit of relevant external funding opportunities leading to a high success rate</li> </ul>
<b>Budget and Financial management</b> – best practice	<ul style="list-style-type: none"> <li>• Leads the annual budget preparation process and financial reporting to the Board</li> <li>• Ensures all external funds utilisation complies with the relevant funding contract/agreement specifications</li> <li>• Complies with Arowhenua Whānau Services financial delegations' policy</li> </ul>
<b>Health &amp; Safety</b> - compliance	<ul style="list-style-type: none"> <li>• Promote and ensure there are good workplace health and safety practices across Arowhenua Whānau Services</li> <li>• Arowhenua Whānau Services complies with all legislative requirements</li> </ul>
<b>Personal and Professional Development-</b> relevance	<ul style="list-style-type: none"> <li>• Maintains and improves own professional standards and knowledge</li> </ul>



### Arowhenua Whānau Services

*Providing a wide range of integrated services to all Maori and non-Maori living within the Arowhenua Rohe*

<b>Workplace culture-</b> Kotahitanga	<ul style="list-style-type: none"><li>• All staff supported to achieve their best and as such are positive ambassadors of Arowhenua Whānau Services</li></ul>
---------------------------------------	---

### EXPERIENCE / ATTRIBUTES

<b>Essential</b>	<ul style="list-style-type: none"><li>• Executive level knowledge of either the Health and/or Social Services sectors</li><li>• Senior Management experience working in either the Health and/or Social Services sectors with a proven record of the delivery of quality Health and/or Social Services outcomes</li><li>• A strong network in either the Health and/or Social Services sectors</li><li>• The ability to take a creative, practical and proactive approach to problem identification and resolution at an organisational level</li><li>• Experience in change management processes that led to the desired outcome</li><li>• Strong people management skills via previous and current roles and experience</li><li>• Experience in working in a Māori Kaupapa organisation or a strong willingness to take such a role</li><li>• Capacity to demonstrate a high level of personal discipline, professionalism and impartiality in often contentious and complex situations</li><li>• Sound financial management skills</li><li>• Excellent written and oral communication skills with Māori language skills an advantage</li><li>• Willing to relocate to the South Canterbury region</li><li>• Commitment to improving Māori Health and wellbeing</li><li>• Understanding of whānau, hapū, iwi and Te Tiriti o Waitangi and its implications for Maori Health and wellbeing</li></ul>
<b>Knowledge of Relevant Legislation and Regulations including but not limited to:</b>	<ul style="list-style-type: none"><li>• Health and Disability Code of Consumer Rights 1996</li><li>• Health Information Privacy Code 2020</li><li>• Health Practitioners Competency Assurance Act 2003</li></ul>



### Arowhenua Whānau Services

*Providing a wide range of integrated services to all Maori and non-Maori living within the Arowhenua Rohe*

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Human Rights Act 1993</li><li>• Medicines Act 1981 and Medicines Regulation 1984</li><li>• Misuse of Drugs Act 1975 and Regulations 1977</li><li>• Latest Nursing Council of New Zealand Code of Conduct</li><li>• Latest Nursing Council of New Zealand Competencies for Scope of Registered Nurse</li><li>• Treaty of Waitangi Act 1975 and its application to the mental health setting.</li><li>• Mental Health (Compulsory Assessment and Treatment) Act 1992</li><li>• Health and Safety at Work Act 2015</li><li>• Holidays Act 2003</li><li>• Employment Relations Act 2000</li></ul> |
|--|---|

### PERFORMANCE MANAGEMENT

As part of the Arowhenua Whānau Services approach to performance management a performance plan for the Pouwhakahaere (Chief Executive Officer) position will be developed and signed off by the appropriate parties.
--

Signed by the Employee: .....

Date: .....

Signed on behalf of Employer: .....

Date: .....