

Role Description

Pou Whakahaere - Chief Operating Officer

Title	Pou Whakahaere - Chief Operating Officer
Location	Pūhoro Head Office – Palmerston North
Reports to	Manahautū CE
Direct Reports	4 direct reports
Classification	Full time, permanent
Salary Band	Step 6 (\$87,500 - \$117,000)

Purpose

The purpose of this position is to oversee the operational activities of the Pūhoro Charitable Trust. This is a senior role, and it works nationally across the organisation with key staff in critical back-office functions based at the Head Office in Palmerston North. The portfolio of this role includes oversight of aspects of finance and financial management, data management and data analytics, communications and marketing, reporting and compliance, human resource requirements, and the oversight of Pūhoro Charitable Trust policies and procedures. The Pou Whakahaere - Chief Operating Officer is a part of Te Pae Urungi – Senior Leadership Team and will provide direct support to the Manahautū Chief Executive of Pūhoro, to drive the strategic direction of the kaupapa forward.

Vision, Mission, Values

Pūhoro is underpinned by a strong sense of our vision, key purpose/mission, and our core values. The Pou Whakahaere – Chief Operating Officer will understand these integral aspects of why and what Pūhoro does and will have the ability to operate from the foundational basis of Pūhoro's core values. The Pou Whakahaere will have experience in applying Māori values to the everyday operations of an organisation.

OUR KAUPAPA

Pūhoro increases Māori participation in STEMM (Science, Technology, Engineering, Mathematics and Mātauranga Māori). Pūhoro is a by Māori, for Māori, and with Māori, capability pipeline into STEMM across the secondary, tertiary and industry sectors.

OUR VISION

Leading Māori STEMM success.

OUR PURPOSE

Growing a leading Māori STEMM community guided by their unique Māori worldview.

OUR VALUES

Tauheretanga

We build meaningful and purposeful relationships to support collective impact.

Ūkaipōtanga

We work to ensure Māori have a strong sense of belonging in STEMM.

Māuitanga

We encourage curiosity and innovation to create opportunities for social, cultural and economic impact.

Ngākau Pono

We act with sincerity and are guided by good practice in governance, management and all our relationship.

Background Information

The work of the Pūhoro Charitable Trust also includes:

- The advancement of education to build and develop the capability and capacity of rangatahi Māori to succeed and lead in STEMM (Science, Technology, Engineering, Mathematics, and Mātauranga), supporting an innovation-focused Aotearoa, New Zealand.
 - Working with rangatahi Māori to provide mentoring, tutoring, and wānanga in STEMM within dynamic and inspiring settings that extend the line of sight for rangatahi and, as a result, their whānau into STEMM pathways that create intergenerational change.
 - Establishing and maintaining quality strategic relationships with rangatahi, their whānau, iwi, hapū, philanthropic organisations, and the Government in the pursuit of enabling better educational outcomes, achievement, and success for rangatahi Māori.
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Key Relationships

- Pūhoro Charitable Trust Board
 - Pūhoro Charitable Trust Staff
 - Tertiary Institutions
 - Funders and Partners
 - Professional Groups and Organisations
 - Māori Science and Innovation Sector Individuals and Organisations
 - Government Organisations
 - Philanthropic Sector
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Accountabilities

Reporting and Compliance Portfolio

- Oversee and support all contractual reporting and compliance for Pūhoro Charitable Trust partnerships.
 - Manage contracts to ensure Pūhoro meets deadlines to a high standard for each agreement's requirements.
 - Identify any potential risks and provide mitigation advice to reduce these.
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Policy and Procedure Portfolio

- Ensure all policies and policy updates are scheduled and monitored by the Manahautū CE. Identify any potential policies or procedures that need to be included, changed, or newly created.
 - Ensure internal Pūhoro staff have access to any relevant policies and procedures and are provided with the latest updates as they become available.
 - Make the Manahautū CE aware of any policies and procedures that need to be further entrenched and promoted within Pūhoro.
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Annual Plan

- Work with the Manahautū CE to create the annual Pūhoro plan with actionable objectives, targets, and KPIs.
 - Support and work with key Pūhoro staff to oversee the creation of the Pūhoro annual report.
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Finance Portfolio

- Work collaboratively with the Pūhoro Finance Coordinator to ensure that Pūhoro finances are tracking appropriately against the annual budget.
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- Ensure Pūhoro financial policies are well implemented and followed.
 - Ensure, in collaboration with the Pūhoro Finance Coordinator, that an audit is undertaken and audit recommendations are implemented across the organisation.
 - Work collaboratively with our external accountants as directed by our Pūhoro Coordinator.
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Communications and Marketing Portfolio

- Oversee and support the delivery of the communications and engagement strategy and all associated communications and marketing outputs.
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Data Management and Data Analytics Portfolio

- Support and oversee the management of Pūhoro data, academic achievement results, and the rangatahi and whānau database.
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Human Resources Portfolio

- Work proactively with an external human resource organisation (currently K3) to seek advice and improve processes around human resource needs and requirements.
 - Support the recruitment of new Pūhoro staff by working together with the Operations team to run advertisements, panel selections, and appointments into Pūhoro vacancies.
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Qualifications and Experience

Qualifications:

- A bachelor's degree or post-graduate qualification(s) in STEM, Māori development, or another equivalent area of expertise is essential. Applicants who can also demonstrate equivalency through prolonged periods of work experience will also be considered.
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Experience:

- Experience working with Māori in some form is critical.
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- Te reo Māori proficiency is weighted heavily but not essential.
 - Ability to always maintain confidentiality and deal with sensitive situations using sound judgement in a variety of situations is critical.
 - Proven relationship management skills, and ability to work with a wide range of audiences.
 - Action oriented, responds positively to challenges, a problem-solver with a flexible can-do attitude and initiative.
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Capabilities

Communication

- Conducts discussions in a respectful manner that is sincere and fully expressed.
 - Develops a clear, complete understanding of needs and problems through careful listening, probing, reflecting, and summarising.
 - Effective communication and relationship building.
 - Excellent verbal and written communication skills.
 - Ability to manage personal work environments competently and independently.
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Māori Development

- Demonstrated experience working with Māori.
 - Demonstrated experience working with whānau, iwi, and/or hapū.
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Problem Solving

- Uses varying problem-solving approaches and techniques as appropriate.
 - Develops alternative resolutions/successful resolutions to critical or wide-impact problems.
 - Organises potential problem-solvers and leads problem-resolution efforts.
 - Contributes to standard practices for problem-solving approaches, tools, and processes.
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Teamwork

- Establishes and maintains an effective working relationship with each team member.
 - Shows and promotes respect for differences and diversity.
 - Learns and utilises the special talents and work styles of team members.
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Pre-employment checks

As this position oversees some important financial functions, a satisfactory credit check is required for the role.

You will also be required to undergo a criminal history check. Your written permission will be sought to undertake this.