



## Job Description

# General Manager

## 1. Position Purpose

The General Manager (GM), acting in line with functional reporting, assumes a crucial role in executing the directives of the Hapū Authority and its evolving priorities, as guided by the Board.

The primary purpose of this role is to lead and manage the organizational team towards achieving their individual and collective goals. The GM carries the responsibility of providing counsel to the Board of Trustees on the optimal allocation of resources to support the Hapū's strategic vision and notably, the implementation of the 10 Year Recovery Plan.

The secondary purpose of this role is to nurture relationships with identified stakeholders, ensuring appropriate support, communications, and relationships are developed as required – all tailored to the organization's needs. While dedicated to serving the Hapū and its priorities, another key aspect of this mahi is to grow and safeguard the organization for the prosperity of future generations.

## 2. Position Responsibilities

### Key Responsibilities:

- Provide effective leadership to the organizational team.
- Ensure the team is appropriately resourced to achieve objectives.
- Oversee administration and support functions for the team, board, and other subsidiaries.
- Implement the 10 Year Recovery Plan and Hapū Strategy.
- Address human resource responsibilities as required.
- Develop a culture of enablement, aligned with Tikanga Māori and values of the Trust.
- Work with Managing Director and Hapū Authority Board to ensure appropriate delegated authorities and internal controls are in place, and all policies are complied, embedded, and implemented.

### Relationship Management:

- Act as a key interface on behalf of the Hapū Authority to external stakeholders, especially Iwi, and local and central Government.
- Proactively develop and maintain effective working relationships and networks.
- Ensure appropriate and relevant communications are channeled to affected parties.
- Develop and maintain strong relationships with whānau and Uri.

### Reporting:

- Prepare monthly board packs.
- Prepare board papers as required.
- Preparing Annual Reporting to the Hapū.



### **Strategy & Planning:**

- Implement the Hapū strategic plan and 10 Year Recovery Plan.
- Prepare annual plan each year for approval, in line with the Hapū strategic plan.
- Remain current with market, political and community developments.
- Manage the delivery of Annual Plan deliverables.

### **Financial Management:**

- Undertake cost control and oversight, including monthly variance reporting.
- Prepare the annual budget for approval.
- Undertake periodic re-forecasting and cash-flow planning to ensure the Trust has sufficient reserves and liquidity.
- Ability to fundraise for certain priority initiatives to ensure the sustainability of the Trust and its activities.

### **Compliance & Administration:**

- Ensure policies, procedures, and processes are fit for purpose and complied with.
- Arrange the annual audit for the Trust.
- Ensure effective health & safety oversight and compliance.
- Coordinate the involvement of external resources to meet objectives.
- Establish, define, and monitor planning and budgets.
- Ensure fit for purpose financial systems are in place.
- Proactively assess, clarify, and validate business needs on a continuous basis.
- Respond to and resolve queries (internal and external) within agreed parameters.
- Actively measure the culture of the Trust and plan strategies to resolve issues.

### **Health, Safety, & Wellbeing:**

- Exercise responsibility for the Health, Safety, and Wellbeing of yourself and others at work.
- Promote and participate in Health, Safety, and Wellbeing practices.
- Maintain a safe workplace, ensuring all equipment is always used in a safe/correct way.
- Understand the Health, Safety, and Wellbeing policy and procedures.
- Establish and insist upon safe methods and safe practices.
- Report all hazards, incidents, and injuries (including near miss incidents).
- Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.

## **3. Position Specifications**

### **Behavioral & Technical Capabilities:**

- Excellent communication and relationship management skills.
- Ability to grow and operate complex, evolving organizations.
- Ability to develop a wide range of relationships with Iwi, Hapū and Māori organizations.
- Strong ethics aligned to the values of our Hapū Authority.
- Fundraising and fund management skills.



- Capable of managing a complex and growing budget.
- Comfortable working with and navigating uncertainty.
- Ability to establish and utilise effective systems/processes to monitor and manage performance against the agreed budget.
- Ability to exercise knowledge and professional discretion to achieve goals.
- Understanding and appreciation of Te Re Māori me ōna tikanga (preferred).
- Can walk in both Te Ao Māori and Te Ao Pakeha.

#### **Qualifications & Experience:**

- A recognized management degree or qualification.
- Prior experience in a General Manager, Senior Executive, or similar role.
- Minimum of 20 years' experience managing a team, preferably in a political or highly complex organization.
- Prior experience developing and managing organizations.
- Prior experience working effectively with Māori, Hapū, Iwi, local and central government.
- Prior experience balancing the needs of whānau, with the needs of the organization and external stakeholders.
- Demonstrated experience in fundraising, planning, and financial management.
- Proven track record of effective qualitative and quantitative judgement/decision making.
- Proven track record working with Hapū, iwi, local and central government.

## **4. Position Relationships**

This position has internal and external relationships with a range of stakeholders, as outlined below:

#### **Reporting Line:**

- Board of Trustees - Hapū Authority

#### **Direct Reports:**

- 10

#### **Internal Relationships:**

- Team members, Board of Trustees - Hapū Authority, Commercial Asset Development entity, Omaha Marae Trustees, Te Awhina Marae Trustees, Rūnanga Marae Trustees, Ngā Uri o te Piringa Hapu, and Hapū Authority Accountant.
- Other iwi stakeholders, including Ngāti Kahungunu Iwi Inc, Heretaunga Tamatea Settlement Trust, Mana Ahuriri, Te Taiwhenua o Heretaunga, Te Taiwhenua o Te Whanganui a Orotu, Te Taiwhenua o Tamatea.

#### **External Relationships:**

- Other Māori Authorities and Land Trusts, other community associations, philanthropic partners, Central Government agencies, industry sector contacts, and other contractors, consultants, and suppliers.



- Local Authorities, including Hastings District Council, Central Hawke’s Bay District Council, Hawke’s Bay Regional Council.

## 5. Acknowledgement

Please sign below to acknowledge that you have read and understood this job description.

<b>Full Name</b>	
<b>Date Signed</b>	
<b>Signature</b>	