



## POSITION DESCRIPTION

General Manager – Mana Taiao

## WHO ARE WE? - KO WAI MĀTOU?

<b>Aukaha Owners</b>	<p>Te Rūnanga o Waihao</p> <p>Te Rūnanga o Moeraki</p> <p>Kāti Huirapa Rūnaka ki Puketeraki</p> <p>Te Rūnanga o Ōtākou</p> <p>Hokonui Rūnanga</p>
<b>Mission</b>	<p>Aukaha is a stand-alone commercial consultancy based in Otago that works for Manawhenua in the areas of the environmental, health, social services, and cultural and economic development fields.</p> <p>We advocate for Kāi Tahu environmental and cultural aspirations in resource management; facilitate consultation with Kāi Tahu Papatipu Rūnanga; and support Māori hauora (health) and wellbeing. The Board, shareholders, industry groups and the wider organisation is passionate and committed to driving Aukaha as an organisation forward with a very strong strategic focus.</p> <p>The Aukaha name originates from kia kaha, au kaha- to unite, bind together. The name reflects our way of working, working together in partnership to achieve the desired outcomes.</p>

## THIS ROLE - TE AROTAHI MATUA

The General Manager – Mana Taiao is responsible for developing, leading, and delivering environmental and resource management outcomes on behalf of the shareholders of Aukaha. The Manager - Mana Taiao will be responsible for heading up a team that has a strong environment-focused portfolio including Resource Management policy and consents including freshwater strategy and policy.

The Manager – Mana Taiao will be a self-motivated and process-orientated person, with transformational leadership skills. Responsible for budgets and Mana Taiao operational processes, and developing and motivating staff, the Manager – Mana Taiao will also drive strategic growth and the development of the team, and champion Aukaha values both within the organisation and with Papatipu Rūnanga and stakeholders.

The nature of Aukaha's work is heavily relational and as such it is critical that the Manager – Mana Taiao builds and enhances relationships and networks with our stakeholders in this field.

## YOUR TEAM? - TŌ KAPA

<b>Reporting to</b>	The Manager – Mana Taiao reports directly to the Chief Executive.	<b>Direct Reports</b>	Mana Taiao team
<b>Nature and Term</b>	Permanent Full time		
<b>Location</b>	Dunedin		
<b>Internal Relationships</b>	Aukaha staff, governors, Kā Papatipu Rūnaka representatives		
<b>External Relationships</b>	<p>Rūnaka members</p> <p>Professional advisors and contractors</p> <p>Local, regional and central government staff and agencies.</p> <p>Staff of Te Rūnanga o Ngāi Tahu</p>		

## KEY ACCOUNTABILITIES - NGĀ KAWENGA TAKOHANGA

<p><b>Our people</b></p>	<ul style="list-style-type: none"> <li>• Lead the Mana Taiao team to work effectively to achieve papatipu rūnaka aspirations for the environment</li> <li>• Ensure that staff performance is monitored, and reviews are held.</li> <li>• Ensure that appropriate training and development opportunities are provided to staff to contribute to their effectiveness in their roles.</li> <li>• Collaborate and work with the Leadership team to deliver outcomes for papatipu rūnaka and work efficiently across the organisation.</li> </ul>
<p><b>Strategy Development, Relationship Building and Communication</b></p>	<ul style="list-style-type: none"> <li>• Initiate, develop, and maintain a range of relationships with partners, iwi, rūnaka, stakeholders, and clients.</li> <li>• Keep abreast of regional and national policy and legislative change.</li> <li>• Provide advice and support to the Mana Taiao team and rūnaka representatives and contact people.</li> <li>• Develop and maintain robust relationships that positively represent Aukaha both internally and externally locally, regional and nationally where required.</li> <li>• Ensure the provision of a professional service to rūnaka, Councils, stakeholders, and clients</li> <li>• Maintain all relevant communications and contractual reporting responsibilities.</li> <li>• Provide all information, analysis, and reports in a timely, efficient, and effective manner.</li> </ul>
<p><b>Team Management</b></p>	<ul style="list-style-type: none"> <li>• Develop, communicate, and evaluate annual work plans for the Mana Taiao team</li> <li>• Develop, monitor, and review annual budgets</li> <li>• Actively seek out funding opportunities that will enhance the work of Mana Taiao and increase mana whenua capacity for supporting that work</li> <li>• Ensure provision of professional services that are consistent with the values of Aukaha and mana whenua.</li> <li>• Oversee the development of Mana Taiao project plans, assign resources, and facilitate the achievement of project goals.</li> <li>• Ensure team compliance with proper procedures covering expenditure and accounting.</li> <li>• In conjunction with the CE and Business Support Services, oversee the implementation and compliance of all organisational policies and processes with the team.</li> </ul>

TO WORK WELL IN OUR SPACE	
<b>Understands the space and place</b>	<ul style="list-style-type: none"> <li>• Has a strong well-developed bicultural ease and confidence.</li> <li>• Has a strong grounding and knowledge of tikanga Māori, in particular kaitiakitanga.</li> <li>• Can demonstrate a level of understanding of Iwi aspirations and the complexities of building an inter-generational approach.</li> <li>• Knowledge of Rūnaka structures, relationships and processes.</li> <li>• Competence in, or a willingness to become competent in, Te Reo Māori.</li> </ul>
<b>Can work with people</b>	<ul style="list-style-type: none"> <li>• Prioritises and manages relationships with hapū and Iwi with care.</li> <li>• Is thoughtful, resilient, and calm in challenging situations.</li> <li>• Leads by example and works in an inclusive manner with people.</li> <li>• Can work independently and as a member of a multidisciplinary team.</li> <li>• Is open to the views of others, adopts approach where needed.</li> <li>• Can motivate, influence, and bring people together.</li> </ul>
<b>Is values driven</b>	<ul style="list-style-type: none"> <li>• Is authentic regardless of audience.</li> <li>• Has a strong servant leadership focus.</li> <li>• Is willing to take ownership and be accountable.</li> </ul>
<b>Is results focused</b>	<ul style="list-style-type: none"> <li>• Is practical and can constantly problem solve</li> <li>• Can prioritise tasks to respond quickly to demands, act independently, work under pressure.</li> <li>• Demonstrates flexibility and has an ability to deal with an unpredictable work schedule.</li> <li>• Shows initiative, is energetic and self-motivated.</li> </ul>

EXPERIENCE	
<b>Qualifications, skills and experience</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification at degree level or higher in an appropriate field.</li> <li>• Senior management experience, with proven ability to effectively manage and lead a team</li> <li>• Experience with working with interpreting legislation and policy</li> <li>• Experience in working with the Resource Management Act and/or environmental management</li> <li>• Possesses transformational leadership attributes, and is an innovative self-starter</li> <li>• An adaptive thinker that thrives in a fast-paced environment</li> <li>• Highly developed problem-solving and analytical skills</li> <li>• A proven ability to take on a wide-ranging and unpredictable work portfolio.</li> <li>• Superior ability to communicate effectively, including the ability to write reports</li> <li>• Performance driven and able to accept responsibility and accountability for the attainment of quality performance and organisational objectives.</li> <li>• Proven ability to work cross culturally, with Iwi/Māori/government/the private sector in a way that positively contributes to the achievement of organisational objectives.</li> <li>• An understanding or knowledge of Kāi Tahu political structures and influences of Iwi/Māori organisations.</li> </ul>