

Position Description and Specifications

Position title: General Manager	
Reports to: The Trust Board	Location: Greater Christchurch

Nature and Scope

Te Kōhaka o Tūhaitara Trust is a registered charity responsible for the rehabilitation and management of Tūhaitara Coastal Park. The Park was established as an outcome of the settlement between Te Rūnanga o Ngāi Tahu and the Crown with the lands being gifted to the people of New Zealand. The Tūhaitara Coastal Park provides a range of opportunities to preserve Ngāi Tahu values, retain and enhance rare indigenous biodiversity and provide recreational and educational opportunities for all people. The Trust is run by six Trustees, three appointed by Te Rūnanga o Ngāi Tahu and three by Waimakariri District Council.

Position Objective

In this position you will work with Te Kōhaka o Tūhaitara Trust to coordinate and implement the Trust's management plan including developing a financial five year strategy to assist in securing long term funding for the projects identified in the strategic plan. You will manage the Trust's day to day operations and oversee all its projects. This role will also be responsible for working alongside the Settlers being Waimakariri District Council, Te Rūnanga o Ngāi Tahu, Ngāi Tūāhuriri and other key partnerships formed.

Key Responsibilities and Expected Deliverables

Key Responsibilities	Expected Results
1 Strategic Management	<ul style="list-style-type: none"> • Work with the Board in the development of strategic plans and establish annual targets and operational plans to support these • In conjunction with the Board, develop a business model that identifies and delivers long term sustainable funding aligned to the strategic plan • Develop, implement and maintain the Trust's strategy consistent with its management plan and supporting documents • Develop a vision for the Trust and communicate regularly with the Trustees on evolving strategic issues • Proactively identify further opportunities on behalf of the Trust for further advancement of the Trust's management plan. This may include identifying emerging opportunities



POSITION DESCRIPTION

General Manager

	<p>and developing strategies to proactively capitalise upon these</p>
	<ul style="list-style-type: none"> Establish and ensure the ongoing credibility of the organisation and keep the Trustees informed of any matters which may adversely affect the Trust's reputation, profitability, public relations, staff morale or staff and public safety
<p>2 Leadership and Operational Management</p>	<ul style="list-style-type: none"> Provide day to day leadership to the Trust employees and ensure all direct reports are performing to the requirements of their roles by managing their performance through performance reviews, coaching and support Provide effective leadership to ensure staff achieve their potential, are empowered and model the values of Te Kōhaka o Tūhaitara Trust Promote an environment of continuous improvement and 'lead from the front', ensuring staff's professional and personal development Demonstrate the Trust's and in particular Ngāi Tahu whanau values in all interactions with staff whilst promoting the vision objectives, policies and goals of Te Kōhaka o Tūhaitara Trust Manage, control and coordinate day to day operational services including routine projects and team management Management of Trust information and records in an efficient manner Ensure the Trust's operational policies are implemented and monitored Ensure that adherence to delegated authorities to the Trust are managed in accordance with the Trust's specific directions Provide ranger services as required Display personal and professional enthusiasm and commitment to the vision and the objectives of the Te Kōhaka o Tūhaitara Trust, and be seen as a role model and leader to your team
<p>3 Financial Management and Reporting</p>	<ul style="list-style-type: none"> Attend to and prepare reports to meet all statutory requirements of the Board Oversee the day to day management of the Trust's financial accounts including cashflow forecasting Oversee the implementation, management and reporting of the Te Kōhaka o Tūhaitara Trust budget Develop a financial five year forecast to assist in securing long term funding for the projects identified in the Strategic Plan Work with the Te Kōhaka o Tūhaitara Trustees to identify, seek and secure external funding



POSITION DESCRIPTION

General Manager

	<ul style="list-style-type: none">• Provide timely and well reasoned advice and support to the Trustees on issues arising• Consistently monitor current practice to identify opportunities to increase operational efficiency and effectiveness or to strengthen the Trust's ability to deliver upon its mandate• Manage delivery, budgets and reporting on projects• Ensure the financial records in the system are up to date• Oversee preparation of the annual and half year reporting• Prepare the Trust's files for audit and provide the Auditor with information requested in a timely manner
4 Partnership Management	<ul style="list-style-type: none">• Represent, protect and promote Te Kōhaka o Tūhaitara Trust and wider Ngāi Tahu whanau values in all interactions with stakeholders and related groups• Work in partnership with funders, settlers, community groups and other partnerships to achieve mutually agreed goals• Build strong strategic partnerships with groups and organisations to advance the four strategic pillars and to minimise duplication and maximise the impact of Trust investments and activities• Advocate with relevant external organisations in support of Trust objectives and projects• Coordinate presentations/papers to conference, community groups and other events as directed by the Trust
5 Project and Asset Management	<ul style="list-style-type: none">• Manage property and assets, including their development, effectively keeping the Board informed on any issues that arise• Identify and scope early stage projects• Oversee maintenance activities of assets• Independently manage Te Kōhaka o Tūhaitara Trust projects, including financial and non financial performance indicators• Ensure projects are managed and delivered to deadline, scope, quality and approved budget• Oversee key partnership projects with respective Project Managers• Lead the preparation and implementation of the project and procurement plans• Prioritise time and resource to ensure projects and associated programmes are on track• Ensure projects apply the correct levels of control in line with the established project methodologies and control frameworks in conjunction with the Trustees



POSITION DESCRIPTION

General Manager

	<ul style="list-style-type: none"> • Effective management of external service providers, consultants and contractors including civil works, fencing and pest control contractors • Provide accurate and timely situational and risk analysis to the Chair on current or emerging issues related to projects • Assist in natural area restoration, including planning delivery in conjunction with the Trust's strategic direction • Carry out regular control of plants and pests in the Trust's reserves • Support and participate in the implementation of post completion reviews of major projects, programmes and initiatives
<p>6 Event and Marketing Management</p>	<ul style="list-style-type: none"> • Ensure a marketing and PR strategy is developed, implemented and delivered to support the Trust's goals and aspirations • Develop and implement conservation, recreation, education and promotion strategies consistent with the Trust's management plan • Plan and deliver community events on site, including educational programmes, in coordination with the Trust's strategic plan • Coordinate any Te Kōhaka o Tūhaitara Trust presentations to and/or hui with community groups • Enhance the profile of the Trust regionally, nationally and internationally through marketing and promotion of park facilities, attractions and activities • Establish and maintain links with media and Trust supporters to ensure a positive public relations profile • Communicate the sustainable use of parks and the coastal environment to the community
<p>7 Board and Governance Facilitation</p>	<ul style="list-style-type: none"> • Prepare the Board meeting agenda in conjunction with the Chair • Prepare the management report with updates for all agenda items, notification of deadlines and upcoming requirements, options and recommendations for progressing matters, proposed resolutions for budgets and other commitments • Ensure the Board is regularly updated on key issues arising and that a 'no surprises' policy is maintained • Circulate supporting documents to the Board aiming for delivery by the weekend prior to the meeting • Meeting minutes to be provided within three working days of meetings • Provide administrative support to the Te Kōhaka o Tūhaitara Trustees supported by the Trust's Secretary • Arrange venues and catering for Board meetings • Arrange and attend bimonthly portfolio meetings, identify topics for discussion and provide supporting information



	<ul style="list-style-type: none"> • Arrange the Annual Strategic Planning meeting and carry out strategic planning tasks as identified by the Board • Ensure the Board remains fully informed and connected with all progress made of community interests
<p>8 Health & Safety</p>	<ul style="list-style-type: none"> • Participate in the consistent implementation of Te Kōhaka o Tūhaitara Trust's Health & Safety strategy by ensuring the work environment is safe for staff and the public, and effective mechanisms are in place and adhered to which monitor Health & Safety compliance • Ensure compliance with the Trust's Health and Safety Plan and Risk Management Policy • Ensure the workplace is a safe environment through training, planning and ACC management • Ensure contractors' HSE plans and their implementation meet or exceed the Trust's requirements taking all practicable steps to ensure a safe working environment • Under the HSWA take all practical steps to ensure your own safety while at work

Relationships

Internal:

- Te Kōhaka o Tūhaitara Trustees
- The Secretary
- The Settlers - Waimakariri District Council and Te Rūnanga o Ngāi Tahu
- Te Rūnanga o Ngāi Tūāhuriri
- Waikuku Beach Holiday Camp staff

External:

- Ngāi Tahu Whanau
- Community Organisations - frequent liaison with the public, recreational groups, beach users
- Research Institutions - Manaaki Whenua, NIWA
- Non Government organisations: Forest and Bird, Fish and Game
- Local and Central Government: Christchurch City Council, Environment Canterbury (ECan), Ministry for the Environment, Ministry of Fisheries, Department of Conservation
- Other groups that will have an impact on operations.
- Liaison with the media

Limitation of Authority

Delegated authority as periodically reviewed by the Trust

Person Specification

Qualifications and Experience

- Tertiary qualification in a Parks or Recreational Management or relevant field is desirable
- Project and Contract Management experience, ideally in conservation, recreation and land use management
- Experience in management and resource planning over three to five year timeframes
- Experience with conservation and/or recreation projects

Skills and Knowledge

- Experience in a similar role with strong financial management experience
- Familiarity with the Treaty of Waitangi and its application to the work of Te Rūnanga o Ngāi Tahu and Ngāi Tūāhuriri
- Awareness of, and sensitivity to, the Ngāi Tahu values associated with Tutaepatu Lagoon and the surrounding areas
- Knowledge of Te Reo and tikanga necessary to discharge the function of the role
- Sound project and financial management capability
- Understanding of the statutory frameworks including the Reserve Act 1977
- Financial management experience
- A strong awareness of and affinity with the needs and aspirations of Ngāi Tahu Whānui and the wider community expectations for the development of this land
- Experience in developing and implementing strategies associated with sustainable use in parks, reserves and coastal environments
- Proven excellent communication skills (verbal and written) including in public, TV, print and social media
- Knowledge and appreciation of local environmental, cultural, social and economic issues and ideally how this links with national priorities
- Knowledge of or willingness to learn social media

Personal Attributes

- Proficiency in managing relationships and building networks
- Effectiveness in leading change
- Expertise in promoting cooperation and building teams
- Operates in a way that fosters commitment and passion and will inspire others to action
- Manages situations requiring diplomacy, empathy, fairness, firmness and sound judgement
- Displays high levels of emotional intelligence and self awareness
- Excellent staff leadership skills which encourage empowerment, responsibility and accountability
- Effective in leading change
- Expertise in promoting cooperation and building teams
- Written and oral communication which has clarity, fluency, impact and conciseness
- Communicates in an open and transparent manner
- Excellent report writing skills
- Accomplished presenter at public meetings
- Defines problems, establishes facts and draws valid conclusions
- Capable of operating in an electronic environment and able to utilise core information and reporting systems
- Personal alignment with the principles of Te Tiriti



POSITION DESCRIPTION

General Manager

Agreement

This Position Description describes the essential responsibilities and qualifications of the position described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job.

I confirm that I have read this Position Description and understand the essential functions of the position, Key Responsibilities and the Expected Deliverables.

_____ Employee Name	_____ Position Title	_____ Signature	_____ Date
_____ Manager's Name	_____ Trust Chair	_____ Signature	_____ Date