

Tūwharetoa Māori Trust Board

JOB DESCRIPTION

Job title

Strategic Initiatives - Team Lead

Purpose

Drive strategic projects and initiatives from concept to implementation, ensuring they deliver measurable business outcomes and align with the organization's strategic priorities.

Specific duties and responsibilities

Programme Delivery and Monitoring

1. Develop and supervise the delivery of the strategic initiatives workplan. Track progress, identify roadblocks, adjust as required to ensure effective delivery.
2. Manage contractors, partnership arrangements, and stakeholder engagement.
3. Monitor the strategic initiatives communications plan – target, content, timing – adjust as required.
4. Assist with team events, promotions, and engagements.

Team Leadership

1. Support an engaged team that's aligned to the organisational culture, where robust debate, diversity, cohesion, supportiveness, and working effectively together is fostered to enable each employee and the team to succeed.
2. Provide oversight and direction to the team around the objectives of the Trust Board and how the team's focus aligns to this, empowering employees to take responsibility for their jobs and goals.
3. Ensure team members have individual performance plans, monitor performance, and conduct regular appraisals while providing real time performance feedback where necessary.
4. Work with each team member to agree to their development plan and ensure the necessary support is in place for them to meet KPIs.
5. Effectively manage the workflow of the team to ensure productivity and goal expectations are met, while allowing for development.
6. Induct, coach, train and develop staff.
7. Implement the workplan and report on progress against deliverables.
8. Manage the overall operational, budgetary, and financial responsibilities and activities of the role.
9. Make business decisions that are financially responsible, accountable, justifiable, and defensible in accordance with Trust Board policies, procedures, and delegations – managing risk accordingly.
10. Review performance data to monitor and measure team productivity, goal achievement, and overall effectiveness.
11. Communicate regularly with the Strategic Advisor, SMT, and the CEO.
12. Establish and maintain meaningful relationships with key agreed/targeted external and internal stakeholders.
13. Maintain transparent communication - appropriately communicate relevant information through team meetings, one-on-one meetings, emails, and regular interpersonal communication.

Team HR

1. Fortnightly team hui
2. Twice Monthly individual hui
3. Annual performance review
4. Leave approvals
5. Ensure HR is aligned to the Organisational Policies

Finance

1. Budget tracking
2. Authority to approve spend
3. Monthly processing of invoices
4. Monitor
 - 4.1. Service Level Agreements
 - 4.2. Contracts for Service
 - 4.3. Letters of Engagement

Skills, experience & education

Essential

- 3+ years experience in business administration and management.
- 3+ years experience in delivering cultural projects and initiatives.
- 3+ years experience in cost centre budget management, variance analysis and reporting.
- Proficient in Te Reo Māori.
- Experience with Tūwharetoa marae.
- Understanding of Ngāti Tūwharetoa tikanga and kawa.
- Knowledge of Te Ao Māori.
- Advanced Microsoft suite skills.
- Excellent written and verbal communication skills.
- A tertiary qualification in a relevant field.
- Current Full NZ Drivers Licence.

Preferable

- Demonstrated experience in managing a small team.
- Background in administration, management, teaching or education.
- Understanding of Health, Safety and Wellbeing good practice in an office environment.

Personal Attributes

- Able to identify with and model the Trust Board's organisational values: Mahi Tika, Mahi Pono.
- Good networking and interpersonal skills.
- Meticulous with a strong eye for detail.
- Calm logical thinker and influencer and having a sense of deft control when situations require action.
- Positive energy, smart and professional.
- Cognitive ability to understand business needs, think through issues and weigh up options.
- Able to identify with the direction and strategy of the Trust Board.
- Sound written and oral communication skills including the ability to communicate clearly and succinctly in a variety of communication settings and styles.

General duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.

- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.