

Job Specification

1. Position Description

Position:	Chief Executive
Responsible to:	Board of Trustees – Hineuru Iwi Trust
Responsible for:	Environment & Culture Manager Commercial Manager Group Administrator
Key Relationships:	Trustees, iwi, whanau, local council and government bodies and agencies, contractors, shared services providers, external consultants, other iwi organisations.
Purpose:	The Chief Executive is responsible for implementing effective strategic management and performance of Hineuru Iwi Trust's (Trust) business and cultural activities including management of Hineuru's charity and commercial arm of the Trust. This will involve the development and implementation of business plans in conjunction with key stakeholders to achieve overall organisational objectives.

Key Tasks	Performance Standards
Strategic	
1. Responsible for the development, implementation and achievement of the strategic plan.	• Develops detailed, robust and achievable strategic and operational business plans in consultation with the Board of Trustees, meeting required timeframes and objectives. • Effectively lead and manage all of the Hineuru strategies and activities in accordance with Trustees policy, delegated authorities and legislative requirements. • Regularly communicates key components of strategic and operational plans and achievement against these with stakeholders. • Actively participates in strategy discussions/planning with stakeholders and makes a constructive and well considered contribution. • Business risks are identified early and mitigated. • Actively seeks, identifies and pursues strategically aligned opportunities for new business ventures. • Implements strategy and post settlement organisational structure as directed by the Trustees, ensuring all Hineuru entities are appropriately structured to protect and preserve assets and interests.

Financial Management	
2. Responsible for the development, implementation and achievement of the financial budget.	• Ensures annual budget/s is devised and managed within parameters advised by the Board of Trustees. • Progress against budget is monitored and trends and variances are reported to Stakeholders. • Manages Hineuru Iwi Trust infrastructure and assets effectively. • Provides accurate and timely financial reporting to Board of Trustees and Trust entities.
Commercial	
3. Responsible for managing the commercial operations of Hineuru Iwi Trust investment portfolio (which includes farming, horticulture, forestry, property developments and managed funds).	• Oversees the effective operation and administration for the Trust's commercial activities. • Ensures business operations are appropriately resourced with effective systems and processes in place. • Ensures robust and commercial agreements are in place with external providers and manages and monitors compliance with these. • Ensures work plans/targets are met to meet organisational performance expectations and monitors progress against those. • Responsible for oversight of all statutory obligations associated with the business. • Ensures effective management and quality maintenance of the business's information technology systems. • Regularly undertakes continuous improvement initiatives to streamline operations.
4. Responsible for managing due diligence activities alongside key advisors for potential future investments under consideration by Hineuru Iwi Trust.	• Assesses risks involved with new commercial initiatives and unexpected situations are managed proactively to mitigate any additional risk. • Prepares and implements detailed business plans for investment projects. • All deadlines related to due diligence activities are met. • Effectively negotiates contractual arrangements with current and future investment partners to achieve desired outcomes. • Drafts accurate commercial and investment papers as required for Hineuru Holdings Limited and if required, Hineuru Iwi Trust.

Cultural and Social	
5. Responsible for the delivery of the cultural and social programmes of the Trust including Māori language programmes and rangatahi programmes.	• Ensures all Trust programmes are delivered effectively and in line with programme initiatives. • Measures the outputs of social delivery programmes to ensure they are effective. • Implements and leads organisational culture based upon Hineuru Iwi Trust values and principles. • Identifies opportunities for funding to deliver on new social and cultural initiatives. • Pursue opportunities and partnerships that enhance our cultural and social goals and aspirations.
Environmental	
6. Responsible for overseeing all environmental management activities including managing key relationships and representation on relevant forums and committees.	• Hineuru is represented positively on various environment forums, including the Rangitaiki River Forum, Regional Planning Committee and local government forums. • Proactively manages relationships with local government in relation to the environment (Hastings District Council, Hawkes Bay Regional Council) and Treaty settlement redress. • Proactively responds to and manages various requests, including; resource consent applications, DOC concessions and district plan changes. • Effectively manages relationships and actively engages with iwi on regional environmental initiatives.
Leadership & Employee Management	
7. Provides effective leadership and management of direct reports.	• Provides regular contact with and support to direct reports to assist with the achievement of individual and organisational performance objectives. • Mentors/coaches direct reports to assist with their personal development. • Utilises best practice systems and processes to effectively manage staff on a day to day basis, including monitoring and support, as well as providing regular feedback. • Effectively articulates the strategic direction and engages direct reports to deliver on strategic outcomes. • Develops a focused, motivated culture where achievement and excellence are promoted.

Human Resource Management	
8. Responsible for all human resource functions of the Group.	• Ensures the organisation has effective structures and roles to support organisational objectives. • Ensures that appropriate procedures for core functional HR areas such as; induction, recruitment, job evaluation, performance appraisal, performance development and statutory compliance are in place. • Ensures appropriate personnel files are in place and ensures the security of sensitive information. Create such other policies, procedures and systems as may be necessary for effective human resource management within the business.
Relationship Management	
9. Responsible for establishing and maintain effective relationships with beneficiaries, stakeholders, whanau, iwi	• Regularly communicates with regional and district council representatives. • Organises annual, semi-annual or regular events to strengthen and maintain relationships with beneficiaries, iwi, staff and stakeholders. • Regularly organises hui and wānanga with iwi members and others, including kaumatua and kuia and marae meetings. • Pro-actively establishes and manages key stakeholder relationships. • Develops new and innovative ways of strengthening relationships with beneficiaries and all stakeholders.
Health and Safety	
10. Responsible for the implementation and maintenance of a robust health and safety management system.	• Ensures business is compliant with the Health and Safety at Work Act 2015 and has appropriate systems in place to manage health and safety in the workplace. • Develops and maintains an up to date knowledge of health and safety matters including legislation, regulations and relevant industry requirements. • Ensures all employees adhere to the business' health and safety policies and procedures. • Ensures adequate resources are made available to ensure safe working conditions. • Ensures all hazards and associated risks are identified and controlled. • Creates a strong safety culture, ensuring all incidents, near misses, accidents, injuries and notifiable events are reported, recorded and investigated appropriately.

	Ensures all emergency procedures are understood by all workers and adhered to.
Miscellaneous	
11. Complete any other assignments, projects or responsibilities delegated or assigned by the Directors.	Ensures all other tasks, projects, assignments or responsibilities delegated or assigned by the Directors are completed accurately, professionally and in a timely manner.

2. Core Competencies

Competency	Definition
Analysis and Problem Solving	Securing relevant information and identifying key issues and relationships from a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisation values.
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.
Delegation of Authority and Responsibility	Allocating decision-making authority and task responsibilities to appropriate subordinates, utilising subordinates time, skills and potential effectively.
Developing Others/Maximising Performance	Developing subordinates' skills and competencies by planning effective development activities related to current and future jobs. Establishing performance, development goals, coaching performance, providing training and evaluation performance.
Individual Leadership/Influencing	Using appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers and superiors) toward goal achievement, modifying behaviour to accommodate tasks, situations and individuals involved.
Commercial Acumen	Effectively managing resources and costs while growing the business. Implements systems and grows profitable commercial relationships to support this.
Enterprise and Innovation	Taking calculated risks to maximise business opportunities through a sound understanding of the industry and marketplace.
Planning & Organising/Work Management	Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.
Strategic/Visionary Leadership	Creating and achieving a desired future state (vision) through influence on organisational values, individual and group goals, reinforcements and systems. Creating a desired future state through helping others see, and emotionally feed, how things can be different (and better).
Teamwork/Collaboration	Working effectively with team/work group or those outside formal line of authority (e.g., peers, senior managers) to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.
Tolerance for Stress	Maintaining stable performance under pressure and/or opposition (such as time pressure or job ambiguity), relieving stress in a manner that is acceptable to the person, others and the organisation.

3. Necessary Skills and Attributes

Skills & Attributes	Definition
Qualifications	Tertiary level qualification in Business/Commerce and/or cultural studies is desirable.
Experience	- A minimum of five years experience in a senior management role, preferably within a similar organisation. - Significant experience in managing commercial business affairs, with particular experience in strategic planning and implementation of strategic plans. - Experience working with communities, iwi and Maori organisations. - Strong financial management background and experience. - Governance experience and/or experience in reporting to a commercial board of directors.
Skills and Knowledge	- Sound understanding of tikanga Māori and its relevance to business, intergenerational business models and multi-entity/stakeholder organisations. - Good understanding of Te Reo Māori. - Strong strategic and financial ability. - Is commercially astute and business savvy.
Personal attributes	- Is a strong communicator who has the ability to build rapport with a variety of internal and external stakeholders. - Displays high levels of emotional intelligence, resilience and cultural awareness. - Has high levels of energy and drive. - Is positive and open-minded. - Passionate about developing people.

Agreed by:

_____ (Job holder's signature)

_____ (Chair -Board of Trustees signature)

_____ Date