

SCHEDULE A

ARO TŪRANGA DESCRIPTION OF POSITION AND RESPONSIBILITIES

Kaitohutohu Ārahi Executive Management Advisor

PŪTAKE TŪRANGA – POSITION PURPOSE

To provide a high level of pro-active management, comprehensive and quality executive advice, and support to te Tumu Tūhonohono, the Directors and the Communications Team enabling the Tumu to undertake their roles effectively and efficiently, with programme supervision and support for the team, and where needed, other key kaimahi staff in the Society.

NGĀ TŪHONOHONO – RELATIONSHIPS

Whakatau ki Reports to:

Te Tumu Tūhonohono Director Communications and Outreach.

Ngā Rōpū Whaihua Relationships:

Te Tumu Tūhonohono Director of Communications and Outreach, Ngā Tumu katoa all Directors including the Ahorangi Chief Executive and kaimahi staff, the Society's Council, the public, iwi, hapū, whānau, hapori community groups, MBIE outsource providers and relevant key stakeholders.

MĀNGAI PŪTEA – FINANCIAL AUTHORITY

As per the Schedule.

TE MAHI - KEY TASKS AND ACCOUNTABILITIES

Strategic executive management advice and support

- Provide a high standard of general executive management advice and support to the Tumu Tūhonohono
- Anticipate information and organisational needs of the Tumu
- Programmes planning, coordination and implementation to agreed time and budgets
- Working with other team members to achieve an integrated delivery approach
- Digital channels and print asset design and development
- Acting as the point of contact between the Director and internal or external stakeholders
- Hui meeting, diary management and travel arrangements
- Strategic wānanga, hui, event planning, preparation and management
- Taking a lead on initiatives important for organisational culture
- Assist with environmental scanning and intelligence gathering.

Relationship management

- Work with all Ngā Tumu Directors and kaimahi staff to maintain and manage key networks, stakeholders and influencers
- Establish and maintain meaningful relationships with stakeholders with a large concentration on iwi and hapū, hāpori, Wānanga, Crown Research Institutions
- Ensure interactions are positive, constructive and effective
- Establish, monitor and maintain effective networks to enhance service to the Tumu
- Provide support for stakeholders when required
- Ensure project requirements are communicated in a timely and efficient manner
- Manage and continue to develop and maintain effective relationships with agreed internal and external stakeholders
- Engage with outsource providers and suppliers

Other

- Provide programme implementation support to Communications and Outreach staff
- Other duties as may be requested from time to time.

NGĀ WHANONGA PONO - BEHAVIOURAL COMPETENCIES

Delivers results

- Achieves results by working collaboratively and proactively with a range of individuals within the organisation
- Demonstrates a high level of attention to detail
- Has a commitment to achieve at a high level at all times
- Sets clear and realistic objectives
- Is self-motivated with ability to work with little or no supervision
- Meets deadlines.

Relationship management

- Takes responsibility for developing and maintaining relationships that enhance their performance and further the Society's goals
- Relates well to people inside and outside the organisation and builds appropriate rapport
- Proactively and effectively manages internal and external relationships, working in partnership with a wide range of stakeholders, adding value to business decisions
- Understands the values, needs and aspirations of current and potential stakeholders and partners.

Teamwork

- Builds cooperative effective relationships internally and with other external individuals and groups and takes responsibility for facilitating positive outcomes
- Has the ability to network widely and form partnerships across government, science, creative and business sectors
- Participates effectively as a team member in wider, diverse and cross-disciplinary teams, which may involve external participants
- Encourages contributions by being receptive to new ideas, listening to everyone's opinions and explaining why some contributions cannot be acted on
- Mentor team members and share learnings, best practice.

NGĀ UARA - INTERNAL VALUES

Whakaute Respectful

- We seek, embrace and value āhuatanga Māori
- We seek, embrace and value diversity
- We are kind and we take an interest in others' wellbeing
- We are open to new ideas and we listen to others.

Ngā Ture Proactive

- We plan and look ahead
- We think ahead of the curve
- We look for opportunities and anticipate problems
- We accept and learn from mistakes
- We have a mind-set of growth, creation and innovation.

Te Mahi Tahi Collaborative

- We listen, share and embrace others views;
- We ask for input and offer assistance;
- We actively collaborate on projects to ensure the best outcome; and
- We actively build trust with internal and external stakeholders.

Te Tika Acting with Integrity

- We stand up for what is right
- We listen
- We tell the truth
- We show discretion and respect confidences
- We stand firm when required and follow through on promises and commitments
- We provide frank and fearless advice.

Te Kotahitanga Convivial

- We are a whānau of colleagues
- We participate and we take an interest in the work of each other
- We support each other and celebrate success.