

Job Description

Role Title	General Manager
Role Reports To	Whakatohea Maori Trust Board
Reporting to This Role	Office Manager, Manager Training & Education,
Working with This Role	Board Chair, Performance Review Committee, Te Wheke Atawhai Company, Eastern Seafarms Company, Project Manager Aquaculture
Liaises With Externally	Hapu, Iwi, Local Authorities, Farm Advisor , Auditors, Current and Prospective Business Associates, Investment & Financial Advisors, Legal Advisors, Local Authorities, Community

Purpose and Primary Goals of Role:

- To acknowledge, uphold and imbue Te Whakatoheatanga at all times and through all activities
 - To develop and recommend business plans , policies and objectives for consideration by the Board
 - Submit reports, financial statements and consolidated budgets for consideration by the Board
 - Implement all approved plans , policies and programmes
 - Oversee the effective operation and administration of the Board
 - Oversee the financial management of the Board including financial planning, cash flow and management reporting
 - Ensure appropriate human resource strategies are in place to meet the Board's objectives and legal compliance obligations
 - Provide a comprehensive political analysis of business, economic and political trends that may affect the operations of the Board and Te Whakatohea
 - Ensure compliance by the Board with statutory and regulatory requirements
 - Attend all Board meetings

Attend all Board meetings Key Result Areas (KRAs)	Critical Tasks (CTs)	Key Performance Indicators (KPIs)	Competencies
<ul style="list-style-type: none"> • Strategic Management 	<ul style="list-style-type: none"> • Work collaboratively with the Board to provide strategic direction, planning, and review necessary for WMTB to meet its long-term goals. • Maintain a macro view of WMTB's positioning to deliver on its strategic goals and objectives fully aware of the market and cultural forces at work. • Provide support to the Board including robust information and analysis to enable fully informed decision-making. • Provide administrative support to the Board as required. 	<ul style="list-style-type: none"> • Effective communication exists with the Board. • Board is apprised of potential negative commercial, social, cultural, or political impacts on the business. • Board is able to make sound decisions through the quality of reports, analysis, and advice provided. • Board's work programme and reporting processes are on time. • Reports are delivered on time. • Board's administrative requirements are met. 	<ul style="list-style-type: none"> • Minimum of 10 years senior management experience • Comprehensive understanding of governance and management roles and responsibilities. • Clear understanding of the commercial and cultural environment in which the business operates. • Ability to provide analysis of issues that could affect the business. • Clear understanding of the timelines for Board work programme and reporting. • Strategic viewpoint

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<ul style="list-style-type: none"> Financial Management 	<ul style="list-style-type: none"> Ensure robust financial policies and procedures are in place and maintained. Ensure robust audit policy, procedures and reporting frameworks are in place and maintained. Ensure annual budget is presented to the Board according to agreed timelines. Present operating and financial reports to the Board that enable well-informed decision-making based on accurate, robust forecasting, impact and risk information and analysis. Ensure financial growth is maintained according to agreed target levels. Ensure service provider contracts are sound and well managed. <p>Ensure policies and delegations in place and operating</p>	<ul style="list-style-type: none"> Audit reporting is delivered according to requirements. Strategic recommendations are provided to the Board with sound financial and risk analysis. The Board signs off budget on time with minimal adjustment. Budget estimates match operational delivery within agreed variances. Operating and financial reports are delivered on time to the required standard. Maximum return on investment ensures cash flows continue to grow. Prudent management of finances is occurring. Robust contracts are in place and well managed. 	<ul style="list-style-type: none"> Thorough understanding of accounting principles and statutory audit requirements. Ability to produce annual budgets for the Board and annual reports in accordance with statutory requirements Proven ability to recognise early signs of potential financial adjustment being required. Ability to identify and negotiate sound investment opportunities. Ability to negotiate and manage contracts in the interests of the company. Ability to manage the balance of debt to asset return. Sound decision making skills

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<ul style="list-style-type: none"> • Implementation 	<ul style="list-style-type: none"> • Develop and deliver annual plans that align with and achieve the strategic objectives of WMTB • Provide the Board with soundly researched analysis of options to enable robust decision making. • Recommend appropriate goals and objectives for all areas of activity identified in annual and operational plans 	<ul style="list-style-type: none"> • Annual plan delivers on strategic objectives with variance justified • Management of the Annual Plan process so that is completed with Board approved timetable • Board achieves its Annual Plan objectives and financial projections • Compliance is maintained. 	<ul style="list-style-type: none"> • Proven ability in business planning and management. • Ability to apply initiative and innovation to developing new services and solutions. • Comprehensive understanding of the economic, social, political, and cultural issues that could impact on WMTB and its business. <p>Comprehensive understanding of commercial imperatives and statutory obligations that affect the business.</p>

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<ul style="list-style-type: none"> • Relationship Management 	<ul style="list-style-type: none"> • Ensure that the reputation of WMTB is enhanced and that a sound relationship with the beneficiary base and community is developed by maintaining an open policy for beneficiary participation and the distribution of information • Advocate the interests of Whakatohea, WMTB and the beneficiaries at local, regional and national levels • Develop and maintain strategic alliances with <i>hapu</i> and <i>iwi</i> in line with WMTB's commitment to beneficiaries • Maintain effective relationships and work collaboratively with local authorities and all external parties • Maintain effective relationships with the Board. • Maintain effective relationships with administrator and others who support WMTB. 	<ul style="list-style-type: none"> • Positive relationships exist with <i>Whānau hapu</i> and <i>iwi</i> through effective networking and engagement. • Collaborative relationships are built that advance the objectives for all parties. • Strong relationship with the Board exists through positive and honest communication with the Chair, Employment Performance Committee, and the Board. • Effective strategic relationships are maintained with key decision-makers • General Manager participation in community issues relevant to the Board's strategies, objectives and services • Appropriate protocols observed • The Board have a good relationship with the Manager 	<ul style="list-style-type: none"> • Honesty, integrity, and effectiveness in communication. • Awareness and understanding of Te Whakatohea Hapu and Iwi sensitivities • Politically and culturally aware • Ability to relate and engage positively. • Effective relationship building skills and interpersonal skills • Ability to be forge relationships between Elected Members and Council employees • Highly developed interpersonal and communication skills • Great with people

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<ul style="list-style-type: none"> • Staff Management 	<ul style="list-style-type: none"> • To fulfil the responsibilities of a good employer by implementing sound recruitment, reward, retention and development policies • Provide leadership to staff and mentoring of staff by promoting a management style that harnesses the energy, commitment, innovation and creativity of staff 	<ul style="list-style-type: none"> • Employees are fairly rewarded for their skill role, are professional in approach, and contribute individually and collectively to the organisation's success • Appropriate human resources policy and strategy in place and implemented • All positions are filled by suitably qualified and competent staff • Board meets its statutory, legal and good employer obligations • A well quantified, motivated and cohesive management team • Training & development plans in place and actioned for all staff reporting in accordance with their Personal Performance Development Plans. 	<ul style="list-style-type: none"> • Demonstrated leadership ability • Highly developed interpersonal and communication skills • Ability to engender creativity and innovative into the Management team •