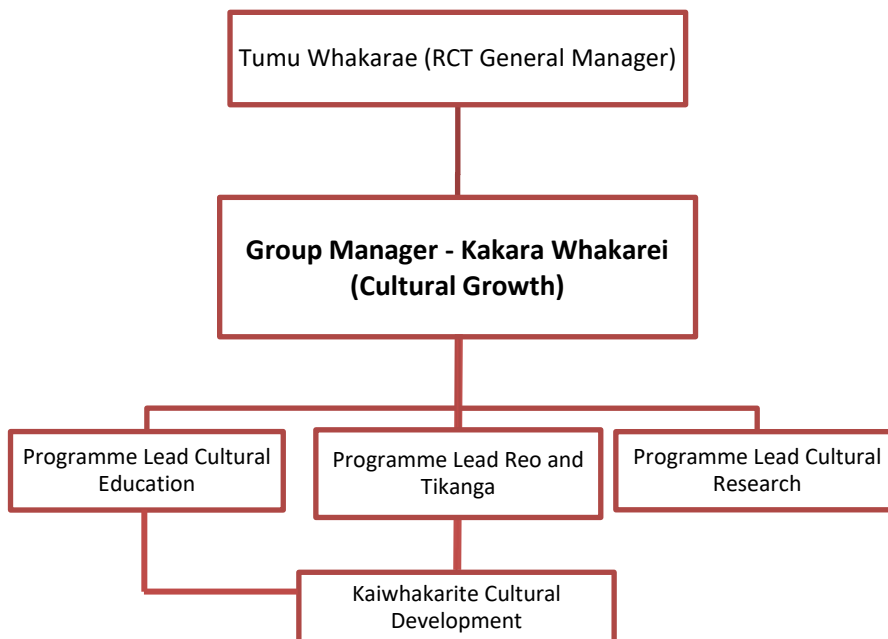


RAUKAWA CHARITABLE TRUST (RCT)

Position Description

POSITION TITLE	Group Manager – Kakara Whakarei (Cultural Development)
LOCATION	Tokoroa
REPORTS TO	Tumu Whakarae (RCT General Manager)
PURPOSE OF POSITION	<ul style="list-style-type: none"> To provide strategic leadership and management across the Kakara Whakarei Group; ensuring the achievement of outcomes across focus areas in line with the vision, values and goals of RCT and their governance boards.
VISION	Raukawa kia mau, kia ora - A thriving Raukawa iwi.
RCT MISSION	To deliver outstanding cultural, social and environmental outcomes to ngā uri o Te Poari Matua o Raukawa.
VALUES	<p>Tika – working with integrity</p> <p>Pono – working toward the vision/genuine intent</p> <p>Aroha – compassion and regard for others</p>

REPORTING STRUCTURE



DIRECT REPORTS

- Programme Lead – Cultural Research
- Programme Lead – Reo and Tikanga
- Programme Lead – Cultural Education
- Kaiwhakarite – Cultural Development

RELATIONSHIPS

Internal

- Tumu Whakarae
- Executive Management Team
- Raukawa Settlement Trust Board
- Raukawa Charitable Trust Board
- RCT Staff
- Raukawa Uri, Hapū and Marae
- Kaumātua and Kuia

External

- Other Iwi Groups
- Auditors
- Fund Managers
- Stakeholders
- Funding agencies
- Consultants
- Government / Local Government agencies
- Community Organisations

AUTHORITIES

Area	Authority Level
Financial Responsibilities; (Budgets and Decision-Making)	Delegated authority to sign for purchase of goods and services as per the Delegations Policy.
Staffing	Lead and manage the Cultural Growth Group.
Signing Correspondence	As delegated by the General Manager.
Media Communication	As outlined in the Social Media Marketing Policy

KEY ACCOUNTABILITY	DUTIES AND RESPONSIBILITIES
Strategic Leadership	<ul style="list-style-type: none"> • To be responsible for the development of strategic goals, future direction and growth of Cultural Education services, Reo and Tikanga services, and Cultural Research services, consistent with trends and developments in the wider sectors. • Assists the RCT and RST Boards with strategic leadership. • Identify future strategic and innovative implementation of opportunities for the Group, including sourcing and maximising funding opportunities. • Lead the improvement of systems and processes within the Group by using influence and advocacy both internally and externally. • Develop and maintain strategic networks to enable successful long-term delivery of services to Raukawa people and tribal development. • Ensure effective management and an Annual Plan is in place for the Group.

<p>Raukawa Marae Paepae Strategic Development</p>	<ul style="list-style-type: none"> • To be responsible for overseeing the ongoing development of paepae capability within Raukawa, which takes into account the current Raukawa Marae Paepae Development Plan. This may include but is not limited to: <ul style="list-style-type: none"> ○ Whaikōrero ○ Karanga ○ Waiata
<p>Management of the Cultural Development Projects</p>	<p>Management and oversight of Kakara Whakarei projects which include but are not limited to:</p> <ul style="list-style-type: none"> • Raukawa Cultural and Education Strategies to provide for: <ul style="list-style-type: none"> ○ Prioritisation of cultural outcomes for RCT ○ Identification of key relationships for Cultural Activities ○ Project Costs and resource requirements ○ Key personnel to work on project ○ Undertake a scope or needs analysis on cultural needs for Raukawa uri and stakeholders ○ Prioritise stakeholder engagements and co-ordinate ○ Develop terms of engagement for cultural safety ○ Incorporate the Reo Revitalisation Strategy • Implementation of the Raukawa Archives and Mātauranga Strategy • Oversight of the development and implementation of the digital strategy for the delivery of Te Reo Māori programmes • Development of a protocol for the current management of taonga within RCT and develop relationships with key organisations • Development of a project plan for the protection, potential repatriation and preservation of Raukawa Taonga Tuturu
<p>Delivery of Cultural Growth Services</p>	<ul style="list-style-type: none"> • To contribute strategically to ensure that services are fit for purpose, appropriately aligned and resourced to meet the needs of clients and obligations to key stakeholders. • To be responsible for high-level contract management negotiation and advocacy. • Improve delivery of services to our people by identifying linkages, overlaps and synergies across the group which are strongly aligned to being a kaupapa Māori organization and tikanga values to deliver people centric outcomes. • Ensure the most effective use of staffing and financial resources across the group to deliver services and reduce inequalities. • Ensure that the services provided by the group are delivered in accordance with contractual obligations, or report issues and gain agreement on changes with the RCT GM and relevant provider. • Identify, manage and escalate strategic risks as appropriate. • Report on group performance and progress. • Represent Raukawa views at forums as required. • Ensures the RST and RCT Trustees and staff are provided with cultural support to assist them to practice in a culturally safe way.

<p>Group Leadership</p>	<ul style="list-style-type: none"> • Foster a highly motivated and efficient team, including the empowerment of Programme Leads, to plan and monitor operational workflows, providing supervision and leadership as required. • Develop an effective and focused team with culture, systems and processes that ensure ongoing performance improvement across the group. • Recruit and induct, coach and mentor others in an ongoing and positive manner using the organisational competency framework. • Ensure that the Group has tailored learning and development plans and up to date performance agreements to meet current and future business unit needs and requirements. • Ensure compliance with the organisation’s human resources policies including recruitment and performance management across the group. • Exercise and comply with human resources delegations, including successfully managing performance.
<p>Financial Management</p>	<ul style="list-style-type: none"> • To ensure financial transparency and accountability to the Board for all aspects of the groups business activities. • Comply with the organisation’s financial policies, business rules and guidelines. • Accurately plan, monitor and forecast spending and escalate issues with the GM in a proactive manner. • Regularly and accurately report on the Group budgets through the organisation’s reporting systems. • Exercise and comply with financial delegations, including managing within agreed budgets. • Manage, report on and escalate any possible financial risk including fraud, suspicious transactions or behaviour.
<p>Relationship Management</p>	<ul style="list-style-type: none"> • To ensure strategic partnerships, alliances and relationships are being maintained, nurtured and utilised leading to successful outcomes for both parties. • Strategically align the group to work collaboratively with stakeholders in order to maximise and identify future strategic and innovative funding opportunities. • Maintain effective relationships with existing key alliances / stakeholders and relevant staff within their respective organisations. • Develop new and existing alliances with key external stakeholders that will contribute to the Strategic Vision and Priorities of Raukawa. • Develop and maintain effective working relationships with key internal stakeholders and peers. • Attend and actively participate in Senior Management Team meetings.

Health and Safety	<ul style="list-style-type: none"> Promote a positive Health and Safety culture in the workplace. Take responsibility for ensuring that Workplace Health and Safety obligations are met. Lead and promote Health and Safety initiatives by acting as a role model. Ensure Group compliance with Health & Safety policies, procedures and systems.
Team Support	<ul style="list-style-type: none"> Attend monthly board staff hui and team hui. Actively contribute to the development of the Health and Social Services Team. Support and empower the management team and celebrate team success in order to create and foster a harmonious team culture.
Training	<ul style="list-style-type: none"> Participate in training and development opportunities identified including that which is related to Health & Safety Take initiative to identify training and development opportunities for self.
Additional Tasks	<ul style="list-style-type: none"> Carry out any other duties that can reasonably be requested from time to time within the framework of this position and the skills, training and experience of the incumbent.

POSITION REQUIREMENTS

- A relevant post graduate or equivalent graduate level qualification.
- Relevant work experience at a senior level within a kaupapa Māori provider organisation.
- Strong Raukawa tribal knowledge and understanding of tribal history and structures.
- Proficiency in Te Reo Māori.
- Proven ability to build and maintain effective relationships with a wide range of high level external stakeholders.
- Proven ability to build effective teams and lead, manage and develop managers of people, including managing poor performance.
- Proven ability to manage change projects.
- Proven ability to lead, manage and deliver strategy, projects and tribal development programmes from planning through to successful completion.
- Proven ability to lead by implementing of strategic direction and communicating an inspired vision of the future.
- Proven experience in budget management, financial reporting and forecasting.
- Familiar with and demonstrated compliance with Health & Safety policies and procedures.
- Has an understanding of Te Reo me ona Tikanga o Raukawa
- Respects, values and works in partnership with stakeholders in a manner consistent with the Treaty of Waitangi.
- Valid and Full Class 1 drivers license

JOB DESCRIPTION CREATED:

Date: December 2018

SIGNATURES

On behalf of Raukawa Charitable Trust:

(Signature)

____/____/____
(Date)

Employee:

(Signature)

____/____/____
(Date)