

Amo-Pākihi Business Manager



Whāinga - Scope

As part of an agile, high-performing leadership team in a growing, values-driven programme, this diverse role provides an exciting opportunity to make a meaningful contribution to the largest natural harbour in the Southern Hemisphere and support environmental action across a catchment spanning 6,000 square kilometres.

This role provides business and corporate leadership to Kaipara Moana Remediation. As part of the KMR leadership team reporting directly to the Pou Tātaki, the role leads a team responsible for programme planning and monitoring, and ensuring KMR meets its financial and reporting obligations under the Deed of Funding with the Crown. The role ensures effective oversight and coordination of KMR project development, contracting, grant payment and end-to-end programme monitoring. Nested within the Northland Regional Council, the role offers great opportunities to grow in your career through access to on-the-job learning, training and personal development programmes.

Kawenga matua – Key responsibilities

Corporate planning and reporting

- Lead development of the Annual Work Plan with the Joint Committee and ensure timeframes for engagement with central government are met.
- Working with others, lead the development and project management of the Annual Report.
- Ensure that the KMR's reporting obligations under the Deed of Funding, the Annual Report, the Annual Work Plan and the Six-Monthly Report are to the satisfaction of the Joint Committee and are met within required timeframes.
- Lead the development, oversight and maintenance of the work programme, ensuring key priorities are identified, planned for and delivered, and that the Leadership Team has an up-to-date view of progress against the plan.
- Ensure a bi-cultural lens is applied to all policy advice and processes are undertaken in a manner that gives expression to tikanga Māori in particular the protocols and kawa of the Kaipara Uri member parties.
- Ensure KMR data management and reporting systems are robust and current.

Corporate systems

- Manage and maintain fund administration tools and systems, in particular Mātai Onekura KMR's digital farm planning tool, that support the development and delivery of sediment reduction projects from initiation through to project completion.
- Maintain oversight of KMR's freshwater accounting framework Tātaki Wai, working closely with KMR partners to ensure it plays an appropriate role in strategy and operations.
- Lead and maintain the relationship with NRC's Corporate Services Group, ensuring shared service delivery occurs in a positive manner for both KMR and NRC.
- Provide expertise on future-focused business innovations to ensure KMR can deliver its objectives and meet delivery and funding expectations.

Monitoring, reporting and continuous improvement

- Ensure timely and accurate internal monitoring of KMR's activities and Key Performance Indicators.
- Identify opportunities for any improvements/changes to practices from monitoring results and work with others in the Kaipara Maurikura to develop and implement these.

- Report to the Pou Tātaki and the Joint Committee on a regular basis on KMR monitoring results and overall performance.
- Lead the identification and development of KMR business management practices that reflect the unique partnership arrangements under the KMR's Memorandum of Understanding.
- Ensure communications from KMR are well-targeted, focused on driving participation and uptake of KMR grants, and reflective of behavioural science.
- Support others to identify and implement systems and practices to better achieve sediment reduction and wider KMR objectives, ensuring that where appropriate both science and mātauranga Māori practices are used to get the best of both worlds' knowledge.

Relationship management

- Build strategic alliances with central government agencies and others to ensure that KMR practices reflect best practice in grants management, project oversight and programme performance monitoring and reporting.
- Ensure development of Annual Work Plans involves relevant staff across KMR and other relevant agencies.
- Build strategic relationships with staff from Member parties to ensure that, where appropriate, integration with wider work programmes and sharing of innovations can occur.

People Management

- Provide quality leadership and management of staff within the Strategic Business team ensuring that the team is customer focussed, high performing and achieving expected outcomes.
- Provide staff with appropriate development plans and performance management feedback focussed on continuous improvement and motivation.
- Ensure staff receive training in tikanga Māori.
- Ensure staff are understand and are aware of the standards and processes that apply to them and their work.

Health and Safety

- Actively promote the establishment of a safety conscious culture throughout the team and the wider KMR team.
- Observe and adhere to health and safety legislation, guidelines, standards and codes of practice.
- Encourage employee participation in health and safety and ensure staff are trained and instructed in safe work practices.
- Take all practicable steps to ensure own safety and that there is no cause of harm to others by action or inaction.

Organisational responsibilities and other duties

- Ensure that approved policies and procedures are followed in work activities.
- Continuously review systems and processes to research and where appropriate implement improvements ensuring that all those affected are taken into account.
- Ensure that there are robust risk identification and management systems in place for KMR.
- Comply with code of conduct, policy, system and procedural requirements.
- Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.
- Manage and control Group budget/s.
- Lead the development of a work plan including short and long term goals covering all of KMR's services.
- Undertake other duties that may be assigned by the Pou Tātaki from time to time.
- Work positively as a productive team member.
- Work consistently in a way that contributes to an environment where a positive culture can flourish.

Ko koe – About You

You will be a recognised leader in business management and corporate systems that are simple, cost effective, time saving and focused on the user.

Your proven experience in funds administration, financial management, project management and performance reporting will be of great value in ensuring KMR has fit-for-purpose and streamlined oversight of sediment reduction projects, grants and systems.

You'll bring demonstrated experience in systems improvements that focus on plain English approaches, the user

experience, and granting approaches that are enabling and empowering to the landowners, groups and others in the community who could benefit from accessing KMR support. You will ideally have experience in digital-first systems, particularly spatially-explicit approaches to environmental grant funding and management.

You'll have demonstrated experience in communications that are short, tailored to audience and reflective of evidence-based insights and reporting metrics.

You are passionate about the work KMR does, and think you would fit well with our culture, values and busy team.

Tohu mātauranga, pūkenga me ngā whēako - Qualification, skills and experience:

- A relevant tertiary qualification in business management, grants management, financial administration or large-scale programme administration or similar; or significant experience in a related field.
- Ideally 5 years' experience in a similar role.
- Demonstrated experience in corporate planning and reporting.
- Demonstrated experience in leading business improvement initiatives.
- Excellent verbal and written communication skills, including an ability to write reports and speak both formally and informally in public, and to facilitate community meetings.
- Well-developed managerial and leadership skills including the implementation of cultural change and change management opportunities.
- Good understanding of working in Te Ao Māori with iwi and hapū, and familiarity with marae protocol is desirable.
- Experience in leading monitoring programmes which actively use data and information to change and improve practice and processes.
- Excellent interpersonal and presentation and report-writing skills, including at the governance and senior leadership level.
- Demonstrated experience in or oversight of corporate communications, including a commitment to plain English, story-telling approaches and/or media management.
- Highly developed interpersonal and decision-making skills.
- Experience in use of Microsoft applications especially Word, Excel and Outlook.

Āhuatanga Whaiaro - Personal attributes

- Ability to develop innovative solutions while maintaining continuity of service.
- Displays cultural empathy and awareness and is comfortable working with hapū and marae.
- Ability to handle confidential or controversial information with discretion and professionalism.
- Demonstrated ability to take on responsibility and use initiative to priorities work effectively under pressure and to tight deadlines.
- Ability to work effectively within a political environment and to manage the governance/management interface.
- Demonstrated ability to identify, manage and report on corporate risks.
- Proven ability to deliver high quality customer service and focus on end user, community and grantee experience.
- Ability to plan, set and achieve goals and key responsibilities.
- Ability to develop and maintain effective networks with industry colleagues, councils, iwi, hapū and the community.
- Collaborative and collegial working style.
- Accepts collective decision-making and accountability for team decisions.
- Working knowledge of the Treaty of Waitangi and partnerships with Māori.
- High level of personal resilience and emotional intelligence.
- Committed to professional development and continuous improvement in the workplace.
- Ability to facilitate the learning of other staff and to lead and manage land management projects.
- Displays personal and professional integrity.

Reports to: Pou Tātaki, Kaipara Moana Remediation
Direct Reports: Five
Term / Position type: Permanent full-time

Location:

Whangārei

Date:

November 2024

Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)

Signature:

Date: