



Position Description
Kaiurungi/Chief Executive Officer,
Ngāti Ranginui Iwi Incorporated Society

Position Title:	Kaiurungi/Chief Executive Officer
Responsible to:	Ngāti Ranginui Iwi Incorporated Society Board (the Board)

Introduction

Ngāti Ranginui Iwi Incorporated Society (NRI) is an indigenous tribal organisation that provides portfolio services to its members of the tribe and beyond. NRI is a rūnanga, the representative of the marae and hapū of Ngāti Ranginui in our relationships within and outside of the Tauranga Moana.

NRI has been in operation since 1990. Its core business is managing fishing assets, health and social services, administration support and representation. We have contractual relationships with various government departments including: Ministry of Education; NZ Police; ACC; BOP District Health Board; Child Youth & Family; Ministry of Health; Ministry of Justice; and the Ministry of Social Development.

NRI employs 17 fulltime and 63 part-time staff; and currently has 2,700 registered members who affiliate to Ngāti Ranginui.

NRI is growing; therefore the Kaiurungi's principal accountabilities may change over time.

Term of Employment

The Kaiurungi is employed for a period of three years with a two year right to renew with agreement from both the incumbent and the Board.

Purpose

The overall purpose of the position of Kaiurungi is to demonstrate effective leadership for NRI in order to achieve the Board's strategic intent.

Principal Accountabilities

The Board has identified the key result areas on which the Kaiurungi is expected to focus in the first two years. These are:

- building an effective, performance-focused relationship with the Board, providing high-quality governance and strategic support to the Board and working with the chairperson to establish high standards of governance practice;
- ensuring that NRI has robust strategy-formation processes (including supporting the Board to develop strategic goals) and that the strategic intent of the Board is translated into appropriate strategies and plans;
- ensuring the structure of NRI is capable of meeting strategic intent of the Board, is regarded as representative of the Rūnunga by its registered members and is effective in its use and growth of assets and resources;
- building a strong management and staff team and developing a positive organisational culture
- identifying development opportunities for Ngati Ranginui, sustainably growing the iwi' s financial base and securing a better future for the iwi;
- ensuring financial viability, sustainability and growth year on year;
- ensuring that NRI establishes and maintains good links with the beneficiaries of Ngati Ranginui; and
- maintaining strong relationships with key stakeholders, raising the profile of the Rununga, and enhancing the mana of Ngati Ranginui in relevant forums.

Annually, the Board will enter into a performance agreement with the appointee to ensure that the desired results are achieved in each of these areas. The principal accountabilities for which the Kaiurungi is responsible are set out in the table below.

Accountability	Result
Strategic intent	<ul style="list-style-type: none"> ▪ NRI is clearly driven by its vision, mission and values ▪ appropriate strategic and annual plans are in place and being implemented
Financial management	<ul style="list-style-type: none"> ▪ The Board receives accurate and transparent budget forecasting, planning, strategy, risk and mitigation on a monthly and as when needed basis
Governance support	<ul style="list-style-type: none"> ▪ the Board receives the information it requires to do its job in a timely and meaningful manner ▪ the Board is informed of relevant trends and material changes in the organisation's external environment ▪ the Board receives effective secretarial and administrative support
Communication	<ul style="list-style-type: none"> ▪ Ngati Ranginui are well-in formed a bout all material issues to do with the iwi
Representation and advocacy	<ul style="list-style-type: none"> ▪ the voice of Ngati Ranginui is heard in ▪ appropriate forums in a relevant and authoritative manner ▪ Ngati Ranginui influences local and regional policy-making processes ▪ key stakeholders have a clear understanding of the organisation's purpose
Business development	<ul style="list-style-type: none"> ▪ the Board receives appropriate information and advice on development opportunities for Ngati
Personal/professional development	<ul style="list-style-type: none"> ▪ the incumbent undertakes appropriate personal and professional development.

The Kaiurungi has responsibility for ensuring that the Finance Manager and Operations Manager are achieving the following principal accountabilities:

Accountability	Result
Financial management	<ul style="list-style-type: none"> ▪ A decrease in the deficit by either \$300k annually, or a % of the total deficit ▪ An increase of new money of 20% so if we currently earn \$2.4m that would equate to \$480,000 per year. ▪ Budgets are plus or minus 3-5% of the stated budget, reported monthly, quarterly and annually (Leaving until the end of the financial year is too risky)
Human resource management	<ul style="list-style-type: none"> ▪ appropriate written human resource plans, ▪ Policies and procedures are in place and being complied with. ▪ Reduce “unnecessary” staff turnover by 10% (which means the right people have to be recruited, AND developed AND performance managed properly) ▪ Staff satisfaction - 85% or more of staff feel happy about working in the Rununga
Administration	<ul style="list-style-type: none"> ▪ NRI maintains the administrative support necessary to deliver agreed functions and services to other Ngāti Ranginui entities
Risk management (incl. health and safety)	<ul style="list-style-type: none"> ▪ appropriate risk management plans, policies and procedures are in place and being complied with

Functional Relationships

Relationships	Result
<ul style="list-style-type: none"> ▪ Board members ▪ staff (including caregivers) ▪ Ngāti Ranginui kuia and kaumatua ▪ Nga marae o Ngāti Ranginui ▪ Clients/customers ▪ other iwi authorities and iwi groupings ▪ key Crown agencies ▪ other funders ▪ local government ▪ contractors and other service providers 	<ul style="list-style-type: none"> ▪ Client/customer satisfaction - 85% or more report being happy or better with the services they receive ▪ Stakeholder/partnership - 95% or more report on feeling the Rununga are effective in what they deliver

Person Specification

(i) Competencies	
<p><i>The appointee will be expected to demonstrate the following Kaiurungi competencies:</i></p> <p>Vision: articulates the vision of the iwi; identifies factors critical to the achievement of the vision, and aligns personal and organisational effort with these factors; engages the hearts and minds of others in promoting the vision; has the courage to dream big dreams for NRI.</p> <p>Strategic thinking: thinks strategically, creatively and critically about the organisation and its purpose (a 'big-picture' thinker); translates the Board's strategic intent into appropriate strategies and outcomes.</p> <p>Commitment and achievement: is committed to making a difference and to achieving the organisation's strategic goals; has the drive and commitment to make a difference; achieves goals on time and within budget.</p> <p>Interpersonal skills: demonstrates polished interpersonal skills built on influence rather than power; listens well and provides good feedback; influences others effectively in a range of different settings; a servant leader and coach.</p> <p>Communication skills: communicates in a way that shows sensitivity and achieves desirable outcomes; good facilitation skills; able to present clearly to large and/or diverse audiences.</p> <p>Relationship management: promotes the successful performance of the organisation by building and sustaining a wide range of high-quality working relationships; fosters collaborative relationships; a 'connector'; able to address and resolve difficult relational issues.</p> <p>Commercial/financial acumen: demonstrates astuteness in relation to commercial issues and decisions; financially literate, manages day to day finances as well as drive funding strategy to future proof the Rununga.</p> <p>Initiative and resourcefulness: uses initiative and is able to work fairly autonomously; identifies issues and works proactively to resolve or minimise them; works creatively and effectively with limited resources.</p> <p>Resilience: maintains effectiveness in the face of setbacks or pressure; remains calm, stable and solutions-focused; comfortable managing conflict.</p>	
(ii) Personal attributes	
<ul style="list-style-type: none"> • a role model for personal health and well-being • a gracious and generous attitude towards others • a gifted communicator (written and oral) in wide variety of settings • comfortable in te ao Maori (including demonstrating qualities appropriate to te ao Maori) 	
(iii) Knowledge, skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • high degree of IT literacy • familiarity with contracts management • negotiation skills 	<ul style="list-style-type: none"> • fluency in te reo Maori • knowledge of tikanga of Tauranga Moana/Ngāti Ranginui

• managing multifaceted organisation	• existing relationships with key stakeholders
(iv) Qualifications	
Essential	Desirable
	tertiary qualification in relevant discipline