

## POSITION DESCRIPTION

<b>Position</b>	Kaihautū - Te Taituarā (Business Manager - Corporate)	
<b>Reporting to:</b>	Mātaiawa – General Manager (Corporate)	
<b>Service:</b>	Te Taituarā (Business Unit)	
<b>Job Purpose:</b>	<p>The Business Manager plays a key role in supporting the Mātaiawa – General Manager (Corporate) taking operational leadership of the business aspects of Te Oranganui. In turn this role supports the strategic leadership of the Chief Executive.</p> <p>The Business Manager manages the day-to-day operations of the business unit and is responsible for all finance, human resources, communication, quality and improvements, property/maintenance and health and safety operations providing high quality support, reports, invoicing and budgeting.</p>	
<b>Staff Responsibility:</b>	<ul style="list-style-type: none"> <li>Team Leader x4</li> <li>Quality Coordinator</li> <li>Contractors including security, cleaners, ICT.</li> </ul>	
<b>Financial Authority:</b>	In line with the organisation’s financial delegations policy & framework	
<b>Accepted by:</b>	<b>Employee Signature:</b>	<b>Date:</b>

<b>Vision</b>	Korowaitia te puna waiora, hei oranga motuhake mō te iwi
<b>Mission statement</b>	To empower whānau into their future
<b>Values</b>	
<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

### KRA 1: Financial Management & Reporting

- Streamline financial processes to improve efficiency within the team.
- Manage income and payment processing for projects.
- Prepare monthly and yearly financial statements accurately and on time.
- Ensure compliance with financial regulations.
- Supervise cash-flow and banking activities.
- Create financial forecasts to aid in managing financial responsibilities.
- Lead the budgeting process, providing clear guidelines for future plans.
- Develop tools and conduct risk analysis to help team members monitor their budgets effectively.

### KRA 2: People and Safety

- Assisting managers in recruiting the right candidates based on their skills and fit with the team.
- Handling employment offer processes after approval from management.
- Overseeing payroll to ensure timely and accurate payments to staff.
- Support implementing a performance management system, including orientation, regular reviews, and annual appraisals for staff.
- Establishing a training and professional development program within the team.

- Monitoring vetting, child protection procedures, safety protocols, and professional registration verification processes.

#### **KRA 2: Quality & Risk Management**

- Managing the team's quality and improvement strategies.
- Assisting with quality audits and other necessary assessments.
- Implementing adequate quality and risk planning based on manuals and guidelines.
- Evaluating and enhancing policies and control procedures for effectiveness.
- Ensuring that internal controls and systems operate efficiently.
- Developing contingency plans for unexpected financial or risk incidents.

#### **KRA 3: Business Analysis**

- Assessing infrastructure resources like the motor vehicle fleet and property portfolio to optimize asset returns or explore divestment options.
- Assisting in contract tender processes by providing accurate financial estimates and budgets.
- Providing advice and analysis on important initiatives, developments, and challenges faced by the organization.
- Identifying areas for innovation and growth in programs, delivery methods, expansion, and marketing strategies within the team.

#### **KRA 4: Service Provider & Facilities Management**

- Supervising the management of team facilities to guarantee they are secure, well-kept, and aligned with organizational requirements.
- Handling the procurement of external service providers, sourcing optimal contracts/leases through quotation acquisition and negotiation before advising the CEO.
- Cultivating positive relationships with contractors and lessors to sustain quality service delivery.
- Staying informed about contract renewal and expiration dates for services and resources.
- Managing service provisions such as maintenance, cleaning, hygiene, and security within the team.

#### **KRA 5: People Management**

- Fostering a positive team culture that consistently embodies the values and principles of Te Oranganui.
- Providing clear direction and support to the team members, ensuring they have well-defined roles and responsibilities.
- Organizing training sessions to ensure that team members grasp new developments or services and receive assistance in implementing new tasks.
- Guaranteeing that all staff have performance management plans in effect and undergo annual performance evaluations.
- Arranging training and educational opportunities to ensure that all team members possess the necessary qualifications and skills for their roles.

#### **KRA 6: Health & Safety**

- Proactively manage health & safety at all times identifying risks and hazards and taking corrective action where required
- Uphold and promote organisational health and safety policies and procedures at all times ensuring consistent implementation and understanding across the organisation;
- Ensure the health & safety of your team, yourself as well as contractors and others in the working environment
- Lead Health Safety & Wellbeing Committee producing agendas and minutes for the forum as required
- Provide governance reports on health and safety
- Attend any health and safety training workshops/conferences as required

- To have oversight of Emergency Management and Business Continuity on behalf of the organisation and ensure this is actively updated and communicated to staff

#### **KRA 8: Whānau Ora**

- Continuously build your knowledge base on the developments of Whānau Ora to ensure whānau are receiving the best possible service
- Include Whānau Ora as core practice within the team
- Support the team to understand the Whānau Ora outcomes framework and include Whānau Ora plans as a contribution to whānau aspirations and potential within their practice
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Engage and contribute with other kaimahi to ensure an integrated approach in working with Whānau Ora within Te Oranganui

#### **KRA 9: Te Oranganui Kaimahi General Provisions**

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times
- Proactively promote Te Oranganui in a positive light in all activities
- Always behave in a professional manner, providing a good role model for others
- Actively participate in professional supervision and ongoing professional development
- Embody Tikanga Māori in all aspects of your work

### **Person Specification**

#### **Qualifications**

- Relevant Business qualification (Level 7 or higher) majoring in Accounting, Human Resource or Management or a commitment to work towards this within agreed timeframe.

#### **Experience**

- A minimum of 5 years in a similar leadership role
- Experience of managing a team, including the development and training of staff
- Experience of reporting and monitoring to tight deadlines

#### **Skills**

- Effective financial management skills
- Knowledge of finance systems and procedures
- Project management skills
- Excellent organisational skills with the ability to coordinate activities
- Excellent literacy, numeracy and IT skills
- Ability and willingness to undertake routine administrative tasks

#### **Personal Attributes**

- Commitment to Whānau, Hapū and Iwi
- Ability to converse and understand te reo Māori me ōna tikanga is advantageous
- Strong integrity and professionalism
- Excellent time management

- Ability to work autonomously and is driven to achieve results
- Able to simultaneously manage a diverse range of projects
- A friendly “Can Do” attitude

**Other requirements of this position**

- Current clean, full NZ driver’s license
- Must be able to pass Te Oranganui’s background check and worker safety process

*The above statements are intended to describe the general nature and level of work being performed by the job holder. This job description is not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. It is a living document and may change as the organisational needs or client support needs change. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.*