



Job Description

Position Title: Manager
Position Reports to: Board Chairperson
Employer: Te Rapuora O Te Waiharakeke Trust

1. Background

Te Rapuora O Te Waiharakeke Trust, originally based at Omaka Marae, was established in 1991 and was the first Maori Health Provider to be set up in the South Island. The aim was to provide for the health and welfare of the Maori people in Marlborough. It's founder organizations were the Blenheim & Omaka Maori Women's Welfare Leagues, Te Rangitane Ki Wairau Inc, Te Runanga O Te Tau Ihu O Te Waka A Maui Inc, Omaka Marae Inc, Ngati Rarua O Te Wairau Society Inc, Te Atiawa Whanau and the Nelson/Marlborough Area Health Board.

In 1993 Te Rapuora O Te Waiharakeke Trust obtained a Certificate of Incorporation under the charitable Trust Act 1957.

Today Te Rapuora represents four iwi, Ngati Apa Ki Te Waipounamu Trust, Te Atiawa Manawhenua Ki Te Tau Ihu Trust, Te Runanga O Ngati Kuia Trust and Ngati Toarangatira Manawhenua Ki Te Tau Ihu. The Blenheim and Omaka Maori Womens Welfare Leagues and the four iwi represent the Board of Trustees. Te Rapuora currently employs around 30 staff and has whare in both Blenheim and Nelson. The Trust continues to develop its presence and is offering some services in Picton now and possibly Motueka in the near future.

2. Purpose of Position

- To effectively and efficiently manage Te Rapuora Health Service to deliver a high quality and accessible health service for Te Tau Ihu residing in the Nelson/Marlborough region.
- To support the Trustees to realise their strategic direction through the provision of advice, administrative support and other duties as reasonably requested by the Trust.
- To identify new business opportunities for the Trust , successfully negotiate and manage contracts and relationships that enhance and grow the mana of Te Rapuora

3. Positions Managed

All staff of Te Rapuora's Health services

4. Delegated Authority

- Authority to hire and fire
- Oversee all people and contract management
- Prepare operating budget for Board Approval and ensure organisational compliance at all levels.

5. Key Responsibilities

KEY TASKS	PERFORMANCE INDICATORS
5.1 Planning	
Responsible for the development, implementation and monitoring of organisational operational plans	<ul style="list-style-type: none"> • Operational Plan has been developed in consultation with key stakeholder and approved by Trustees by (agreed date) • Has implemented plan by (agreed date) • Has ensured plan is monitored and objectives/agreed timeframes are as planned.
5.2 Contract Management	
Manage Te Rapuora's contracts with Poumanawa Oranga Ltd, Ministry of Health and other funding agencies..	<p>All contract requirements are met on time and within specifications.</p> <ul style="list-style-type: none"> • New contracts are negotiated successfully as they fall due. • Has successfully developed and maintained a contract management system.
5.3 Innovating Contracting	
Seek new funding streams that will enhance current service delivery.	<ul style="list-style-type: none"> • Has successfully completed performance appraisal process including training plans with all staff. • Has successfully recruited and retained appropriately skilled and qualified staff. • Has successfully developed a positive

	<p>staff culture within the workplace.</p> <ul style="list-style-type: none"> • All employment agreements and job descriptions are completed and kept up to date. • Has successfully developed operational and personal manuals in consultation with staff. • Has successfully provided a culturally safe environment for staff.
5.4 Communication Management	
<p>Responsible for organisation's communication management in developing key relationships, media contact, marketing and promotion and representing the organisation.</p>	<ul style="list-style-type: none"> • Has developed and maintained external relationships with key organisations/people. • Has proactively encouraged positive media contact in line with Trust policy and communication plan. • Has successfully developed and implemented a communication plan to market and promote Te Rapuora and its services. • Has represented Te Rapuora at external Hui, presenting a professional and positive image for the organisation.
5.5 Board of Trustee Interface	
<p>Effectively manages the Board of Trustees interface by coordinating Trustee administration functions, including:</p> <ul style="list-style-type: none"> • Annual General Meeting • Hui (external and internal) • Reporting • Secretarial support • Governance training • Planning Hui • Consultation Hui • Policy development and approval. 	<ul style="list-style-type: none"> • Coordinates and reports to Trustees meetings. • Successfully oversees AGM and report process. • Successfully coordinated Trustee administration requirements.

5.6 In Service Development	
Advocate, coordinate and implement strategies that improve and increase the organisation in the areas of: <ul style="list-style-type: none"> • In-service development • Training and workforce development. 	<ul style="list-style-type: none"> • Has effectively developed organisations workforce needs and recruited and or up skilled staff to meet those needs.
5.7 Information Systems Development	
Coordinate and investigate ways of improving the services information collection and management.	<ul style="list-style-type: none"> • Client information management system is fully operational, and relevant staff are proficient in its use.
5.8 Financial Management	
Effectively manage and monitor financial operations in areas of annual budget preparation, authorising and payment of accounts and funds, end of the year financial audit and monthly monitoring of financials (budget v actual) and financial reporting to Trustees and Funders.	<ul style="list-style-type: none"> • Draft Annual budget is completed by June 30th and approved by trustees. • Monthly/year to date actual are on target, and board is kept fully informed of any budget risks at monthly meetings; • Has developed financial management systems policy and has been approved by Trustees. • Has successfully completed annual audit processes with excellent results
5.9 Risk Management	
Develop and implement Risk management system	<ul style="list-style-type: none"> • Has successfully developed risk management system and it is approved by Trustees. • All risks/potential are identified and satisfactorily resolved.
5.10 Quality management	
Manage and implement the organisations quality process in all its programmes	<ul style="list-style-type: none"> • Has successfully managed accreditation process in all its programmes. • Has successfully developed and implemented TR Quality Plan. • Staff are fully trained in organisations quality programme.
5.11 People Management	
Effectively recruit and manage staff by guiding, coaching and providing	<ul style="list-style-type: none"> • Positive trends within regular staff satisfaction surveys • Good retention rates of high-performing staff

6. Experience and Qualifications

6.1 Experience

- Proven successful management experience in the Health or not for profit sector
- Experience in Maori Health
- Experience in successful delivery of work under social or health contract arrangements

6.2 Qualifications

- Relevant tertiary qualification

7. Personal Attributes

- A genuine commitment to the advancement and well-being of Tangata Whenua
- Deep knowledge and understanding of Maori culture and protocol
- Good skills in Te Reo
- High professional standards and integrity