

NGĀI TAHU MĀORI ROCK ART TRUST

OPERATIONS MANAGER - POSITION DESCRIPTION

JOB TITLE:	Operations Manager
COMPANY / DIVISION:	Ngāi Tahu Māori Rock Art Trust
TERM:	Permanent

ORGANISATION CULTURE

The Ngāi Tahu Māori Rock Art Trust is a charitable trust established to support Rūnanga and their communities in the care, management and interpretation of the rock art heritage of Ngāi Tahu Whānui. The Trust has a core composition of five Trustees, two appointed by Te Rūnanga o Ngāi Tahu and one each from nga Rūnanga o Arowhenua, Waihao and Moeraki – these being the Papatipu rūnanga responsible the greatest proportion of rock art interests within the rohe of Ngāi Tahu Whānui.

Te Rūnanga o Ngāi Tahu represents the collective interests of the Ngāi Tahu Whānui and was established under the Te Rūnanga o Ngāi Tahu Act 1996 following the disestablishment of the Ngāi Tahu Māori Trust Board. The whakatauki laid down by kaumatua at the time of establishing the Ngāi Tahu Māori Trust Board was:

*“Mo Tatou, a, mo ka uri a muri ake nei
For us and our children after us”*

This whakatauki underpins the core values of the Ngāi Tahu Māori Rock Art Trust which, although a stand-alone entity in a legal sense, is essentially a Rūnanga driven organization operating under the mana of Te Rūnanga o Ngāi Tahu. In line with this association the Trust embraces the core values of Manaakitanga (responsibility); Rangatiratanga (leadership); Whanaungatanga (relationships); Tikanga (integrity); Tohungatanga (professionalism) and Kaitiakitanga (commitment). These values require that the operating style of the organisation promotes support and co-operation; teamwork; open communication; flexibility and adaptability; a high level of accountability, integrity and professionalism; and an absolute commitment to the collective vision and principles of Ngāi Tahu Whānui. Given the very high levels of accountability the organisation must be transparent; highly responsive, focused and results oriented.

POSITION IN ORGANISATION

Reporting to	Chair of the Ngāi Tahu Māori Rock Art Trust (or their nominee)
Direct reports	Ngāi Tahu Rock Art Trust staff Te Ana Ngāi Tahu Rock Art Centre staff Timaru Information Centre Team Leader

FUNCTIONAL RELATIONSHIPS

Internal	Trustees of the Ngāi Tahu Māori Rock Art Trust Direct reports Papatipu Runanga Te Rūnanga o Ngāi Tahu staff Volunteer project workers, students and contractors Ngāi Tahu rock art and heritage enthusiasts Ngāi Tahu whānui
External	Local authority and government agency staff, including Heritage NZ, QEII National Trust, DoC Land owners with Māori rock art sites on their properties Funders and stakeholders Service providers Māori heritage forums and networks Professional sector organisations Community heritage organizations

MAIN PURPOSE

The purpose of this position is to provide overall management to the operational activities of the Ngāi Tahu Māori Rock Art Trust. Currently the operational areas include:

Trustee Support – Lead employee and first point of contact for the Ngāi Tahu Māori Rock Art Trust; ensuring appropriate processes and policies are in place and regularly reviewed to facilitate the smooth running of the Trust; provision of timely and accurate information to board as a basis for sound decision making; primary responsibility for financial management and fundraising; primary responsibility for health and safety.

Māori Rock Art Site Protection and Management - First point of contact for all Māori rock art related inquiries; facilitation or provision of practical support to Runanga / Iwi and other community stakeholders to enable their aspirations for their rock art heritage; facilitation or provision of research and projects that support rock art site management, protection and education.

Te Ana Ngai Tahu Rock Art Centre - Primary responsibility for the delivery of desired cultural and financial outcomes and growth of income streams of our tribal Rock Art Centre; leading and motivating a small team; fundraising and contract management; development and promotion of cultural heritage products to a range of markets; development and implementation of a limited budget marketing plan.

Timaru Information Centre - Primary responsibility for the delivery of desired financial outcomes to ensure financial viability; provision of supervision and mentoring to Timaru Information Centre Team Leader (analysis of tourism data and visitor stats; basic financial administration and analysis; basic business management and sales; generation of information from POS system; personnel management); contract management and reporting to Timaru District Council.

As illustrated above, the scope of this role is very broad, requiring a diverse skill set that covers management, finances and fundraising, cultural education and tourism, and heritage management. The Board recognizes that prospective applicants are unlikely to possess all of the skills and expertise needed to carry out the role in the first instance, and mentoring and support will be available in various areas, with opportunities for the successful applicant to upskill in the role as they go.

KEY TASKS

<p><i>Organisational Management and Board Support</i> Overall lead employee of the Ngāi Tahu Māori Rock Art Trust and direct report to Board</p>	<p>Ensure appropriate processes and policies (e.g. Financial, Human Resources, Health & Safety, Performance Management, Risk Management, and Information Technology) are in place and regularly reviewed to facilitate the smooth running of the Ngāi Tahu Māori Rock Art Trust operations.</p> <p>Ensure strategic and business plans are developed, ratified and implemented; monitor and report on the performance against these plans.</p> <p>Provide timely and accurate information to the Ngāi Tahu Māori Rock Art Trust board as a basis for sound decision making (agenda, minutes, information papers, divisional reports, financial reports, and health and safety reports).</p>
<p><i>Financial Management</i> Primary responsibility for the financial management of the Ngāi Tahu Māori Rock Art Trust</p>	<p>Manage the day-to-day commercial operation of the Ngāi Tahu Māori Rock Art Trust, including preparation and management of core and project budgets, to ensure the Ngāi Tahu Māori Rock Art Trust and its operations remain viable.</p> <p>Manage the financial administration of the Ngāi Tahu Māori Rock Art Trust using XERO, including oversight of accounts payable and receivable, generation and analysis of monthly divisional tracking reports, and the provision of detailed financial reports to the Ngāi Tahu Māori Rock Art Trust board, and to stakeholders as required.</p> <p>Maintain transparent processes, and ensure detailed information is available, for the process of annual audit and stakeholder and funder reporting.</p>
<p><i>Fundraising</i> Primary responsibility for ensuring the financial viability of the Ngāi Tahu Māori Rock Art Trust</p>	<p>Ensure adequate funds are raised through funding applications, sponsorships, donations, contracts for service and visitor revenue to cover all core expenses and project costs of the Ngāi Tahu Māori Rock Art Trust.</p> <p>Proactively investigate new sources of funding and sponsorship, prepare funding strategies, funding applications and accountability reports; manage all contracts for service; ensure all stakeholder relationships remain positive and are well managed and maintained.</p>
<p><i>Human Resources Management</i> Primary responsibility for the management of Ngāi Tahu Māori Rock Art Trust personnel and contractors</p>	<p>Perform key human resources management tasks including: staff recruitment, staff performance management, staff training and development, and contractor engagements.</p> <p>Maintain a positive and supportive team environment.</p>

<p>Occupational Health and Safety Primary responsibility for Occupational Health and Safety across operations</p>	<p>Ensure that Occupational Health and Safety policy and process is in place and reviewed annually, and as required in response to new risk and incidents.</p> <p>Ensure that an Occupational Health and Safety culture is promoted as a priority throughout the entire organization, and is a regular agenda item at all staff and Ngāi Tahu Māori Rock Art Trust board meetings.</p> <p>Ensure all staff, contractors and visitors adhere to Ngāi Tahu Māori Rock Art Trust policy and process, and have a safe environment and the training required for them to carry out their work in a safe manner.</p>
<p>Te Ana Ngai Tahu Rock Art Centre Overall responsibility to ensure the delivery of desired Ngāi Tahu Māori Rock Art Trust cultural, mātauranga and financial outcomes</p>	<p>Overall leadership of the Te Ana Ngāi Tahu Rock Art Centre team.</p> <p>Explore and secure a range of external funding sources to support Te Ana Ngāi Tahu Rock Art Centre's operations in the long-term; provide financial oversight to ensure financial viability.</p> <p>Ensure the growth of income streams and cultural and educational outcomes through the development and promotion of a variety of products and services in Iwi/Runanga, local, national and international markets.</p> <p>Collect and collate accurate market sector data, develop and implement a limited budget marketing plan.</p>
<p>Rock Art Site Protection and Management First point of contact for all rock art related inquiries</p>	<p>Provide directly, or facilitate the provision of, practical support to Runanga / Iwi and other community stakeholders to enable their aspirations for their rock art heritage.</p> <p>Facilitate the use of the results of the tribal rock art survey and recording programme for the proactive protection and management of Māori rock art sites.</p> <p>Facilitate research and projects that support rock art site management, protection and education and give effect to Iwi / Runanga and external stakeholder aspirations for their rock art heritage.</p>
<p>Timaru Information Centre Overall responsibility for the delivery of desired funder outcomes (Timaru District Council) and Ngāi Tahu Māori Rock Art Trust financial outcomes</p>	<p>Oversee the Timaru Information Centre Team Leader to maximise the contribution of the centre in achieving the strategic objectives of the Ngāi Tahu Māori Rock Art Trust (positive financial contribution). Provide mentoring as required (financial administration and analysis; business management and sales; generation of information from POS system; personnel management; analysis of tourism data and visitor stats).</p> <p>Ensure the terms of the management contract are fulfilled (quarterly reports, collection and collation of visitor data).</p>

EXPERIENCE / ATTRIBUTES

Qualifications	<ul style="list-style-type: none">• A tertiary qualification with a commerce and / or management focus, or equivalent demonstrated experience - preferably in the arts, culture, heritage or not-for-profit sectors• A tertiary qualification relevant to the Maori heritage sector, or equivalent demonstrated experience (desirable)
Required Experience	<ul style="list-style-type: none">• Proven experience at managing multi-functional teams• Proven experience in financial management, financial reporting, budgeting• Proven experience in marketing and / or strategic relationship management• Excellent written and verbal communication skills• An understanding of the responsibilities of a PCBU under the HSWA 2016
Useful Knowledge / Skills / Experience	<ul style="list-style-type: none">• Experience in SME business management – preferably in the arts, culture or tourism sectors• Proven track record in fundraising (familiarity with funding agency and sponsor requirements; experience working in the not-for-profit sector)• An ability to work with Ngāi Tahu Rūnanga, whānau, hapū and iwi• Understanding of taonga Māori and associated tikanga, sound cultural knowledge base• Māori language skills an advantage• Possess a current driver's license