



Job Description

Manutaki / Chief Executive

Position Title:	Manutaki / Chief Executive
Hours of work:	40 hours per week
Responsible to:	Board Chairperson Te Hauora Rūnanga O Wairarapa Incorporated
Location:	15 Victoria Street, Masterton
Prepared/Reviewed:	August 2022

Purpose of the Position

The Manutaki of THROW is responsible for the day to day operational management of the business, including:

- Creating an excellent kaupapa Māori service to empower Whānau and tangata whaiora across the Wairarapa region by assisting and supporting them to a greater level of Whānau reliance and self -determination
 - Providing a kaupapa Māori Community Mental Health and Alcohol & Drug Addiction service for tangata of Wairarapa region
 - Implementing and following the Board's policy decisions and directives
 - Developing and maintaining good working relationships with relevant external agencies and groups
 - Ensuring that contractual obligations (including reporting) with relevant funding organisations are met
 - Ensuring that legal requirements and obligations governing the organisation's activities are met, including financial audits
 - Managing the HR, financial and health & safety requirements effectively
- The Manutaki is responsible for reporting back to the Board on the overall performance of the business at the Board's regular meetings
 - The Manutaki is responsible for delivering the Board's strategic plan

Strategic Business Focus

Kia pono, kia puta

Empowering the Whānau	To empower Whānau, across the Wairarapa region, by assisting and supporting them to a greater level of Whānau reliance and self-determination
Earlier, easier access to health care	To assist Whānau to access necessary health care and community support services earlier, and easier
High Quality	To ensure Whānau have access to high quality health services of their preferred choice
Liaison with clinical, and other community service provider organisations	To provide a positive working environment with positive relationships with providers that can collaborate co-operatively for the benefit of our tangata and Whānau
To obtain accreditation for each service arm.	To provide the best possible practice to Whānau, Hapū and Iwi

Key Accountabilities

Key Accountabilities	Performance Measures
High Quality Service	<ul style="list-style-type: none"> • Ensure that the appropriate service delivery for each programme stream is of high quality • Manage and review THROW tangata and Whānau feedback system to assess effective service delivery • To maintain a kaupapa Māori service that supports Whānau • To maintain a kaupapa Māori service that supports and values staff
Financial Management	<ul style="list-style-type: none"> • Effectively manage the financial affairs of THROW • Arrange and facilitate audits by due dates • Report on finances through contract reporting where applicable • Report to each monthly board meeting the financial affairs of THROW including: <ul style="list-style-type: none"> ○ Accounts payable, investments, budgets, income • Make prudent financial decisions within approved delegations
Staff Management	<ul style="list-style-type: none"> • Ensure that staff are appropriately qualified, supported and trained to provide high quality service to Whānau and tangata whaiora • Oversee the work and performance of all staff in accordance with the legislation and other contractual outputs • Request and receive monthly reports from staff outlining progress against contractual and programme outputs

	<ul style="list-style-type: none"> • Evaluate staff appraisals each year against measurable performance objectives, and, • Plan, in consultation with staff, strategies and funding to achieve appropriate staff training and related career progression and resources
Information Systems	<ul style="list-style-type: none"> • Coordinate and manage the safe storage of information storage systems and a centralized client register database • Ensure effective IT systems that interface with reporting databases and other IT systems as needed
Policies and Procedures	<ul style="list-style-type: none"> • Review and recommend changes to THROW policies and procedures • Ensure all procedures follow THROW policies and that all staff follow THROW policies
Reporting	<ul style="list-style-type: none"> • Report monthly to the Board (per the Board meetings) as to interim progression of contracts and activities against the strategic plan
Strategic Management	<ul style="list-style-type: none"> • Manage and develop relationships at appropriate levels with funders and key stakeholders

Relationships

Internal	<ul style="list-style-type: none"> • Te Hauora Rūnanga O Wairarapa Board chairperson and trustees • Te Hauora Rūnanga O Wairarapa staff
External	<ul style="list-style-type: none"> • Māori Health Authority – Te Aka Whai Ora • Health New Zealand – Te Whatu Ora • Ministry of Social Development • Oranga Tamariki • Whai Ora • Other contracted agencies (e.g. Policy, Courts, Ministry of Health, Te Rau Matatini and various community trusts) • Other community health and social service groups

Person Specifications

Credentials	
Essential	<ul style="list-style-type: none"> • Hold a relevant Qualification in Management and/or Health or Social services • Evidence of contractual and service specification understanding • Recent experience in senior management of staff and finances
Desirable	<ul style="list-style-type: none"> • Evidence of education and training undertaken.

Competencies	
Essential	<ul style="list-style-type: none"> • The ability to demonstrate the application of the key principles of the Treaty of Waitangi into practice. • Knowledge and understanding of tikanga Māori and its application to contract negotiations • Excellent communication and interpersonal skills both verbally and written. • Ability to critically analyse situations at a strategic, policy and operational level • The ability to complete quality reports in a timely manner
Desirable	<ul style="list-style-type: none"> • Demonstrated skills and ability to facilitate staff, management and Board • Ability to demonstrate team leadership qualities
Special Requirements	
Essential	<ul style="list-style-type: none"> • Drug-free • Must have a moderate public alcohol intake or be alcohol free • Commitment to the implications of the Treaty of Waitangi
Desirable	<ul style="list-style-type: none"> • Competence in Te Reo/willingness to learn • Smoke-free • Understanding of Wairarapa purakau

Compliance

Internal	Te Aka Matua Māori Health Plan Policy and Procedures Manual Te Hauora Strategic Plan
External	NZ Health & Disability Act Privacy Act 1993 Health and Safety in Employment Act 1992 Whānau Ora He Korowai Oranga Contract Management Relevant health and employment legislation

Agreement to job description

Position Holder's Name: _____

Position Holder's Signature: _____

Chairperson's Signature: _____

Te Ra: _____