

POSITION DESCRIPTION

Position	Kaihautū Taituarā (Business Manager)	
Reporting to:	Mātaiwhetū (Chief Executive Officer)	
Service:	Te Taituarā (Business Unit)	
Job Purpose:	<p>The Business Manager plays a key role in supporting the Chief Executive and the Board of Trustees taking 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 leads and manages 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> <p>The Business Manager also ensures that administrative procedures are robust in providing high quality assistance and information to all key stakeholders, including the Chief Executive and the Board of Trustees.</p> <p>The Business Manager position demands discretion, diplomacy and good judgement. The role includes implementation and management of quality office systems and development and management of sound administrative practices as agreed with the Chief Executive.</p> <p>The Business Manager is an integral and important member of the Senior Management team.</p>	
Staff Responsibility:	<ul style="list-style-type: none"> • Team Leader • Finance team kaimahi • Human Resources team kaimahi • Communications coordinator • Quality staff and contractors • Support Services Admin/Reception Act as key contact for Kaitiaki/Security & Cleaning kaimahi • Act as key contact for IT contractor 	
Financial Authority:	In line with the organisation's financial delegations policy & framework	
Accepted by:	Employee Signature:	Date:
<<Employee>>		

Vision**Mission statement****Values**

Tika
Whānau
Pono
Mahitahi

Korowaitia te puna waiora, hei oranga motuhake mō te iwi
 To empower whānau into their future

Excellence in how we do things
 At the centre of everything we do
 Act with honesty and integrity
 Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

KRA 1: Financial Management & Reporting

- 1.1 Develop, streamline and enhance financial management and reporting processes.
- 1.2 Manage the processing of all contract and other income and payments.
- 1.3 Timely and accurate preparation of consolidated monthly and annual financial statements and reports in accordance with GAAP and NZ IPSAS
- 1.4 Ensure all financial and relevant business related legislative compliances are met.
- 1.5 Oversee cash-flow management and banking functions.
- 1.6 Analyse financial results, including corrective actions to address adverse performance.
- 1.7 Prepare financial forecasts & reforecasts that assist the organisation to manage its financial obligations within accepted financial ratios
- 1.8 Manage the annual budgeting process including effective planning, guidelines and assumptions to ensure future initiatives are well planned for and set in advance
- 1.9 Develop appropriate tools, assumptions and risk analysis to assist managers to monitor their budgets in real time and keep them within budget

KRA 2: Quality & Risk Management

- 2.1 Manage the Organisation's Quality & Improvements framework
- 2.2 Provide support to quality and other necessary audits
- 2.3 Ensure there is adequate quality and risk planning (see manuals and guidelines)
- 2.4 Ensure CEO is fully abreast of any possible risks with a no surprises approach to risk
- 2.5 Review and develop effective and robust policies and control procedures.
- 2.6 Develop risk management strategies and processes
- 2.7 Ensure internal controls and systems are effective and efficient
- 2.8 Have in place a contingency plan in the event of an unexpected financial/risk incident

KRA 3: Business Analysis

- 3.1 Provide timely and robust financial analysis to Service Managers to assist their understanding and management of their fiscal responsibility
- 3.2 Review the financial services annually and make adjustments where required
- 3.3 Review infrastructure resources, including motor vehicle fleet and property portfolio, and assist in developing strategies to maximise return on assets and/or divestment options.
- 3.4 Provide training to Senior Leadership Team in order for them to better understand their fiscal responsibility
- 3.5 Support the contract tendering process by providing accurate financial costings and budgets
- 3.6 Provide advice and analysis on key initiatives, developments and other challenges presented to the organisation
- 3.7 Identify opportunities for innovation and development in areas such as programme development, delivery, expansion and marketing

KRA 4: Service Provider & Facilities Management

- 4.1 Oversee the effective management of all Te Oranganui facilities ensuring that they are safe, well maintained and meet the organisation's needs
- 4.2 Manage the procurement process of external service providers of scoping the best contracts/leases by obtaining quotes and negotiation before making a recommendation to the CEO
- 4.3 Maintain a positive relationship with contractors and leasers to ensure continuation of good service
- 4.4 Keep abreast of contract renewal and expiry dates for services and resourcing
- 4.5 Manage provision of services - maintenance, cleaning, hygiene, security

KRA 5: People Management

- 5.1 Develop a positive culture within the team that consistently reflects Te Oranganui's values and kaupapa
- 5.2 Manage the team with clarity of purpose and support to ensure they have clearly assigned roles and responsibilities

- 5.3 Facilitate training to ensure that any new developments or services are adequately understood and staff are supported in the implementation of new activities
- 5.4 Ensure all staff have performance management plans in place & that performance is appraised annually
- 5.5 Facilitate training and education opportunities that ensure all staff are qualified and skilled for the positions they hold.

KRA 6: Health & Safety

- 6.1 Proactively manage health & safety at all times identifying risks and hazards and taking corrective action where required
- 6.2 Uphold and promote organisational health and safety policies and procedures at all times ensuring consistent implementation and understanding across the organisation;
- 6.3 Ensure the health & safety of your team, yourself as well as contractors and others in the working environment
- 6.4 Lead Health Safety & Wellbeing Committee producing agendas and minutes for the forum as required
- 6.5 Provide governance reports on health and safety
- 6.6 Attend any health and safety training workshops/conferences as required
- 6.7 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 7: Strategic Oversight of Human Resources

- 7.1 Support Managers to seek out the right person for vacancies, based on their job-related abilities and their potential fit with Te Oranganui
- 7.2 Complete the formal offer of employment and appointment process after management or CEO offer ratification
- 7.3 Support managers to deal with disciplinary matters and grievances, ensuring that organisation has effective procedures in place
- 7.4 Support Managers and CEO to elevate any issues around employment to the appropriate people
- 7.5 Provide monitoring and oversight of payroll ensuring staff are paid as per agreements
- 7.6 Ensure the organisation has a performance management system in place including induction/orientation, 3-month reviews and annual appraisals as well as performance planning for underperforming staff
- 7.7 Ensure the organisation has a robust training and professional development system in place
- 7.8 Monitor the vetting, child protection and worker safety process, credentialing system, and other professional registration verification

KRA 8: Whānau Ora

- 8.1 Continuously build your knowledge base on the developments of Whānau Ora to ensure whānau are receiving the best possible service
- 8.2 Include Whānau Ora as core practice within the team
- 8.3 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
- 8.4 Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- 8.5 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

- 9.1 Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc
- 9.2 Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times

- 9.3 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
- 9.4 Proactively promote Te Oranganui in a positive light in all activities
- 9.5 Always behave in a professional manner, providing a good role model for others
- 9.6 Actively participate in professional supervision and ongoing professional development
- 9.7 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.