



# TĀTAU TĀTAU O TE WAIROA COMMERCIAL LIMITED PARTNERSHIP

## Te Āhua o Te Tūranga | Position Description

<b>Position</b>	<b>Kai Tuhituhi   Executive Assistant</b>
<b>Location</b>	Wairoa, Hawkes Bay, Aotearoa New Zealand
<b>Reports To</b>	TTotW Kaihautū Commercial
<b>Hours</b>	Full-time Permanent, 40 hours per week
<b>Base Salary</b>	\$50,000–\$75,000
<b>Non-Salary Benefits</b>	Vehicle for work purposes, Kiwi Saver

## Tātau Tātau o Te Wairoa Group

Tātau Tātau o Te Wairoa Commercial Limited Partnership (TTotW CLP) administers the collectively held commercial assets on behalf of its shareholder, Tātau Tātau o Te Wairoa Trust, and the seven Kāhui Beneficial Entities.

Tātau Tātau o Te Wairoa Trust's settlement of historical claims arising under the Treaty of Waitangi was completed in 2018. Following this, the Group's commercial assets were valued at approximately \$100m, and the commercial entity was established. CLP has since implemented the Investment strategy and pays annual dividends to TTotW Trust to fund a range of Wairoa social, environmental, and cultural development kaupapa.

## Ko Wai Mātou | About Us

TTotW CLP is a Kaupapa Māori organisation, committed to the development of our staff. We operate out of Wairoa, where we are accessible to our people. We work closely with the other Tātau Tātau entities, including the CLP subsidiaries – Horticulture (Haumako) and Housing (Te Rauā). CLP's commercial strategy approach is a call to action aligned to the overall well-being of our people:

***Kia tutuki te wawata kia tū anō tātau ngā whānau, ngā hapū, ngā iwi, i runga i ō tātau ake mana motuhake***

*To realise our dreams for our people to stand on our own authority.*

The further definition, planning and execution of this approach demands a strong partnership between the CLP Board, its Kaihautū Commercial, and the CLP team. It also requires exceptional leadership, innovation, and judgment from the Kaihautū Commercial and team operating within a dual commercial and iwi whānau development context.

## Ō Tātau Uara | Our Values

Our collective values are:

 <b>Rangatiratanga</b> Collaborative, transparent and sound governance and leadership	 <b>Whanaungatanga</b> Promoting our connection to ensure harmony and solidarity	 <b>Manaakitanga</b> Uplifting the mana of others through kindness, hospitality, and mutual respect
 <b>Tiakitanga</b> Supporting and promoting the restoration and protection of our natural environment	 <b>Wairuatanga</b> Respecting and exercising the spiritual dimension of our world	

## Ngā Mahi | What You'll Do

The Kai Tuhituhi (Executive Assistant) is a key leadership role with Tātau Tātau o Te Wairoa Commercial LP. The Kai Tuhituhi reports directly to the Kaihautū Commercial. Your direct oversight areas are:

- Key responsibility to support the Kaihautū Commercial.
- Administration of the CLP executive team.
- Supporting the Kaihautū to administer the Board and subsidiary activity.
- Attending and recording hui.
- Engagement with the Kāhui, whānau, and stakeholders.

The Kai Tuhituhi (Executive Assistant) is responsible for:

- Supporting the Kaihautū Commercial as the key function.
- Supporting the CLP Executive management team.
- Organising and attending hui and taking minutes and records.
- Proactively engaging with our partners.

## Ngā Hononga Matua | Key Relationships

<b>TToTW CLP Executive and Boards</b>	<ul style="list-style-type: none"><li>• TToTW Kaihautū Commercial</li><li>• TToTW Commercial Executive Team</li><li>• TToTW CLP Board</li><li>• TToTW CLP Subsidiary Boards</li></ul>
<b>Direct Reports</b>	<ul style="list-style-type: none"><li>• Currently nil, but could take on possible project managers</li></ul>
<b>TToTW Trust</b>	<ul style="list-style-type: none"><li>• TToTW Trust administration and support team</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• Advisors</li><li>• Business Partners</li><li>• Suppliers</li></ul>

## Ngā Pūmanawatanga Ōu | What You'll Need

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To be successful in this role, you will need the following qualifications, experience, and/or skills:

<b>Work Experience</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to deliver effective and efficient executive support.</li><li>• Experience in the preparation of hui documentation, minute taking and hui follow-up.</li><li>• Experience working with confidential information.</li><li>• Experience working in Māori organisations.</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Able to effectively manage competing priorities.</li><li>• IT capable, e.g., Windows, Microsoft, etc.</li><li>• Professional written and verbal communication.</li><li>• Ability to work autonomously and professionally when under pressure.</li><li>• Excellent relationship management skills.</li><li>• Fluency in Te Reo me ona Tikanga (desirable, not essential).</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to work in a team environment.</li><li>• Whakapapa to Te Wairoa (desirable, not essential).</li><li>• Honesty and integrity.</li><li>• Attention to detail.</li><li>• Deadline oriented.</li><li>• Professional credibility.</li></ul>