



TĀTAU TĀTAU O TE WAIROA HOUSING LIMITED PARTNERSHIP

Te Rauā

Te Āhua o Te Tūranga | Position Description

Position	Housing General Manager
Location	Wairoa, Hawkes Bay, Aotearoa New Zealand
Reports To	The Chair of Tātau Tātau Housing GP Limited Board
Hours	Full-time, Two Year Fixed Term, 40 hours per week
Base Salary	\$120,000 – \$160,000
Non-Salary Benefits	Vehicle for work purposes, Kiwi Saver

Tātau Tātau o Te Wairoa Group

Tātau Tātau Housing Limited Partnership (TToTW HLP) – is a subsidiary of Tātau Tātau o Te Wairoa Commercial Limited Partnership (TToTW CLP). TToTW CLP administers the collectively held commercial assets on behalf of its shareholder, Tātau Tātau o Te Wairoa Trust (TToTWT), 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 the establishment of the Trust and the Commercial arm, two subsidiaries were convened, one of which is TToTW HLP. The Commercial Group is collectively responsible for strengthening and growing our \$100 million asset portfolio to ensure we deliver positive social, cultural, and commercial outcomes for and on behalf of our Kāhui members.

Ko Wai Mātou | About Us

TToTW HLP is charged with developing the site in Wairoa called Te Rāua. This 56-home housing development, including the kaumatua precinct site and a 13-bedroom kaumatua community facility is entering into construction phase in 2024.

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 all the boards of TToTW. *Ō Tātau Uara | Our Values*

Our collective values are:

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

Ngā Mahi | What You'll Do

The Housing General Manager will be responsible for implementing the decisions of TToTW HLP Board. You will finalise and deliver the Board's strategy, ensuring housing developments are managed holistically with a Te Ao Māori approach and reflect on the broader aspirations of the seven Kāhui. You will also ensure the protection and enhancement of te taiao whilst understanding the wider impacts of investments on the cultural and social goals of the community.

<p>Project Management</p>	<ul style="list-style-type: none"> • Manage all aspects of projects to ensure the overall project is aligned to and directly supports the achievement of the strategic objectives of TToTW. • Prepare estimates and detailed project plans for all phases of the project. • Procure adequate resources to achieve project objectives in planned timeframes. • Manage the day-to-day project activities and resources, and provide status reporting regarding project milestones, deliverable, dependencies, risks, and issues, communicating to the Te Rauā board. • Proactively anticipate and manage risks, providing timely feedback to the TToTW HLP. • Understand interdependencies between technology, operations, and business needs. • Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence. • Act as an internal quality control check for the project. • Set and continually manage project expectations while delegating and managing deliverables with wider team members and stakeholders.
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	<ul style="list-style-type: none"> • Monitor, track and control outcomes to resolve issues, conflicts, dependencies and critical path deliverables. • Develop and deliver progress reports, proposals, requirements documentation and presentations to various audiences.
Balanced Management	<ul style="list-style-type: none"> • Deliver the Board's strategy, in partnership with our trusted advisors. • Provide quarterly reports that reflect the measures across our tikanga that are based on our pou demonstrating the broader sustainability of all. • Investments and monitoring that progress.
Reporting	<ul style="list-style-type: none"> • Prepare monthly board packs to a high standard. • Prepare and coordinate requested reporting to the Trust. • Collaborate with the TToTWT CE and Kaihautū Commercial in preparing and reporting to the Kāhui and beneficiaries.
Strategy & Planning	<ul style="list-style-type: none"> • Coordinate the annual and strategic planning processes of the board along with linkages and consistency with TToTW CLP's planning documents, decisions, and values. • Prepare the annual budgets and longer-term forecasts. • Keep up to date with TToTWT and TToTW CLP's strategic direction and the priorities. • Keep current with market, political, and community developments.
Financial Acumen	<ul style="list-style-type: none"> • Understand financial concepts. • Oversee the accounting and financial management activity. • Use company financial information (e.g., analyst reports) to better support business recommendations.
Compliance & Administration	<ul style="list-style-type: none"> • Ensure policies, procedures and processes are fit for purpose and are complied with. • Coordinate the annual audit including liaising with TToTW CLP and other TToTWT entities. • Ensure proactive and effective health and safety oversight and compliance.
Support for TToTWT	<ul style="list-style-type: none"> • Maintain a close and productive relationship with TToTWT and the TToTWT CE.
Ownership & Responsibility for Own Feedback, Development & Learning	<ul style="list-style-type: none"> • Attend training, aims to keep current by reading relevant industry material. • Proactively seek informal feedback on a regular basis. • Monitor own performance against established performance goals. • Identify development opportunities to assist in growth in the role.
Professional Standards	<ul style="list-style-type: none"> • Understand and role model TToTW's values. • Manages time effectively, works with a sense of urgency and demonstrates a high degree of client service. • Is punctual in attending work, meetings, and training. • Develops good working relationships with internal and external stakeholders. • Use initiative in resolving problems encountered in carrying out responsibilities.

Other tasks or duties as required from time to time	<ul style="list-style-type: none"> • Ensures maximum utilisation of own time and prioritises tasks appropriately. • Assists TToTWT and TToTW CLP with planning and projects as and when required.
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Ngā Hononga Matua | Key Relationships

Internal	<ul style="list-style-type: none"> • TToTWT Board and Executive Management. • Tātau Tātau Horticulture Board and Executive Management. • TToTW HLP Board and Executive Management team. • TToTWT CLP Board and Executive Management team. • Finance, Audit & Risk Committee (FAR). • Kāhui members.
External	<ul style="list-style-type: none"> • External advisors. • Fund managers. • The Limited Partnership lawyers, accountants, auditors, bankers, and IT providers. • External contractors, consultants, and suppliers. • Industry sector contacts. • Iwi and land authorities.

Ngā Pūmanawatanga Ōu | What You'll Need

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

Work Experience	<ul style="list-style-type: none"> • A preferred tertiary qualification in finance, business management or similar. • Housing industry experience.
Technical Capabilities	<ul style="list-style-type: none"> • Demonstrated experience in Project Management and Property Development. • Knowledge and understanding of the community housing/social housing space. • Strong connections and networks with Kahui, hapu and whanau across Wairoa is desired. • Experience developing and reviewing quantitative and qualitative analysis to support decision making. • Able to apply analytical frameworks using commercial, financial, and economic skills. • Support projects from a day-to-day perspective working with multiple stakeholders including iwi and Kāhui. • Have strong written and oral communication skills. • Sound accounting and financial management skills. • Experience working within Te Ao Māori (Māori world view) desirable.

	<ul style="list-style-type: none"> • Able to demonstrate the ability to work collaboratively to develop and maintain effective relationships both internally and externally.
Behavioural Capabilities	<ul style="list-style-type: none"> • Strong interpersonal skills, having the ability to maintain highly effective relationships with TToTW stakeholder groups. • Ability to work independently. • Ability to communicate well with and support external advisors, including negotiating contracts. • Ability to operate effectively in an evolving organisation. • Able to develop a wide range of effective relationships within the iwi, pan-iwi, and across the business sector. • Highly ethical and aligned with TToTW values as well as Te Ao Māori principles (Kaitiakitanga, whakawhanaungatanga, manaakitanga).