



## Job Description

**Position** – Manager

**Location** – Pōneke (Wellington) or Tāmaki Makaurau (Auckland)

**Salary Range** – \$75-85K Negotiable

**Term & Hours** – 1-year contract, 0.75 FTE to full-time

## About Te Matapihi

Te Matapihi he Tirohanga mō te Iwi Trust (Te Matapihi) was legally constituted in October 2011 with the following objectives:

- To act as the peak sector body for Māori Housing
- To support existing and emerging regional Māori housing forums
- To assist in Māori housing policy development at central and local government levels
- To share high quality information and successful Māori housing approaches
- To advocate for the wider Māori housing sector to Central government housing agencies

Te Matapihi is now the acknowledged peak sector body representing Māori Housing interests. Te Matapihi has a signed MOU and works closely with Community Housing Aotearoa (CHA), the national community housing peak sector body.

Te Matapihi currently has trustees and delegates representing Māori housing forums and Māori housing providers in Te Tai Tokerau, Tāmaki, Waikato-Tainui, Te Tai Rawhiti, Eastern Bay of Plenty and Te Whanganui a Tara, as well as strong connections in the Western Bay of Plenty and Whanganui. For the next 12 months Te Matapihi will support the growth and development of regional Māori housing forums around the Motu.

With the establishment of He Whare Āhuru: The Māori Housing Network, Te Puni Kōkiri have acknowledged the need for a strong Māori housing peak sector body, and have committed to providing specific support, including operational funding. Te Matapihi now looks forward to building a strong working relationship with He Whare Āhuru, defining its role in the sector accordingly and strengthening relationships with regional Māori housing forums and providers to better support regional and whānau Māori housing initiatives and to provide appropriate advocacy to local, regional and central government.

See our website for more information <http://tematapihi.maori.nz>.

## Purpose of the Role

The Manager is responsible for providing management and leadership to consolidate the role of Te Matapihi in promoting the growth and development of the Māori housing sector in Aotearoa New Zealand.

## Key Tasks & Responsibilities

### Sector Leadership

- Develop and maintain strong networks and working relationships with aspiring and existing Māori housing organisations both through regional Māori housing forums and direct relationships

- Develop and maintain positive working relationships with iwi through the Iwi Chairs Forum, NZ Māori Council and other direct relationships
- Develop and maintain excellent working relationships with He Whare Āhuru: The Māori Housing Network (Te Puni Kōkiri), the Ministry of Business, Innovation and Employment (MBIE), MSD and other government agencies involved in Māori housing and related social policy areas
- Develop and maintain excellent working relationships with Community Housing Aotearoa, including the development of a joint work programme
- Develop and maintain excellent working relationships with key sector stakeholders including Te Tumu Kāinga, Tāmaki Regeneration Company and other organisations involved in Māori housing and related social policy areas
- Identify and support opportunities for collaboration within the sector
- Contribute to Government policy development on Māori and social housing
- Support the establishment and growth of regional Māori housing forums to be able to operate effectively at local and regional levels
- Provide a point of advocacy for the Māori housing sector, and manage media relationships in conjunction with the Te Matapihi Chairperson around issues of interest to the sector

### **Capacity Building and Quality Assurance**

- Provide direct support to, and build the capacity of, Maori housing providers through training, advice and other services
- Develop, collate and disseminate high quality Māori housing information, tools and templates
- Respond to requests and connect whānau with He Whare Āhuru, Māori housing providers, regional forums, government agencies and private sector stakeholders

### **Staff Management**

- Management of Te Matapihi staff and contractors in accordance with employment and occupational health and safety legislation

### **Financial Management**

- The production of annual draft budgets in consultation with the Treasurer
- The management of budgets, work programmes and contracts as agreed with the Te Matapihi board
- Contribute to and be responsible for the preparation of reports and other deliverables in meeting the organisation's contractual responsibilities to Te Puni Kōkiri
- The management of Te Matapihi's administrative and financial management systems in conjunction with Te Matapihi Treasurer and accountant
- Exploring long term funding options for the organisation and completing applications for funding as agreed with the Te Matapihi board
- The coordination of the annual financial review along with Te Matapihi Treasurer and accountant

### **Operational Management**

- Contribute to and be responsible for the refinement and implementation of the strategic plan and the development of the annual work plan
- Ensure the effective and efficient running of organisational systems and processes
- Ensure information about Te Matapihi is regularly reviewed and updated (on internet, newsletters etc)
- Report on progress, financial and operational positions and other relevant matters to the Te Matapihi board at their meetings and to the Te Matapihi Chairperson whenever necessary for the efficient operation of Te Matapihi
- Organisation of annual general meeting (along with administrator) and the election of the Te Matapihi board members as required in the organisation's constitution
- Providing advice to the Te Matapihi board on any matter which impacts on Te Matapihi's performance and viability or on the interests of the Māori housing sector

## Key Relationships and Nature of Interaction

	Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
Te Matapihi board	✓	✓	✓	✓		✓
Māori housing organisations	✓	✓	✓	✓		
Community Housing Aotearoa		✓		✓		
He Whare Āhuru: The Māori Housing Network (TPK)	✓	✓	✓	✓		✓
Other central Government agencies	✓	✓	✓	✓		
Members of parliament			✓	✓		
Media				✓		
Local and regional government	✓	✓	✓	✓		
Te Matapihi staff	✓	✓	✓	✓	✓	

### Staff Management

Reports to: the Chair of the Te Matapihi board.

Number of direct reports: The role will initially be sole charge with some administrative support, with the view to building a team once ongoing funding has been secured.

### Person Specification

Te Matapihi – General Manager	Essential	Desirable
<b>Experience</b>		
Experience in working for Māori organisations	✓	
Experience in the area of housing or homelessness	✓	
Staff or volunteer management		✓
Working in the not for profit or community sector		✓
Partnership working, supporting, informing, advising and collaborating with multiple partners and stakeholders	✓	
Developing relationships with strategic partners and stakeholders	✓	
Budget setting and management	✓	
Delivering capability related training and development		✓
<b>Knowledge and understanding</b>		
Knowledge and understanding of the Māori housing sector and its challenges	✓	
Understanding and knowledge of tikanga Māori and te reo Māori	✓	
Conversational ability - fluency in te reo Māori		✓
Understanding and knowledge of legislation and policy relating to Māori land use planning and housing on Māori land	✓	
<b>Skills</b>		
Ability to build effective, sustainable and productive relationships	✓	
Excellent written and verbal communication and presentation skills for a	✓	

range of audiences		
Excellent organisational skills - ability to plan and prioritise work to meet agreed deadlines	✓	
Ability to negotiate and influence key stakeholders at a senior level	✓	
Ability to demonstrate judgement and make effective and timely decisions.	✓	
Effective policy and position statement development	✓	
Computer literate including good working knowledge of Microsoft Office (Word, Excel, Outlook and Access)	✓	
Creative and effective problem solver	✓	
<b>Personal Attributes</b>		
Highly motivated and enthusiastic approach to work	✓	
Ability to be flexible and respond to changing priorities	✓	
Understanding of an commitment to the values and objectives of Te Matapihi	✓	
Ability to work and deliver outcomes with minimal supervision	✓	
<b>Education/Training</b>		
Educated to degree level		✓
Housing related qualification		✓