



# Aukaha

## POSITION DESCRIPTION

General Manager  
Mana Ahurea

## WHO ARE WE? - KO WAI MĀTOU?

Aukaha Owners	Te Rūnanga o Waihao Te Rūnanga o Moeraki Kāti Huirapa Rūnaka ki Puketeraki Te Rūnanga o Ōtākou Hokonui Rūnanga
Vision	Papatipu Rūnaka and hapū achieve their aspirations and exercise their rakatirataka activated through the ability of Aukaha to facilitate, advocate and champion for their people and rohe.
Mission	Aukaha works on behalf of mana whenua across their rohe providing pathways to a better future for Kāi Tahu, for iwi Māori, and for our wider communities. We ensure mana whenua values are appropriately and authentically woven through the cultural, economic, social, and environmental fabric of the takiwā.

## THIS ROLE - TE AROTAHI MATUA

The General Manager – Mana Ahurea will develop, lead, and deliver cultural services and integrated cultural design outcomes on behalf of the shareholders of Aukaha. In doing so the General Manager – Mana Ahurea will be responsible for a team that will support the aspirations of its shareholders for the promotion of cultural awareness training, cultural visibility and well-being by working closely with partners, stakeholders, and clients.

The General Manager – Mana Ahurea will have overall responsibility for the successful delivery of all Mana Ahurea projects and work programmes. A key role will be ensuring that mana whenua from each of the shareholder rūnaka are appropriately engaged and kept informed on projects. As a natural leader and collaborator, you will develop and maintain positive relationships with mana whenua panels, rūnaka leadership, external stakeholders and treaty partners, who are our clients.

As a unique and developing area within Aukaha, you will be responsible for developing existing and potential projects and work programmes with mana whenua, in order to meet their cultural and economic aspirations. This includes seeking out commercial opportunities through networking, marketing, responding to requests for proposals and attending industry events.

You will be a self-motivated and process-orientated person, with established leadership skills. The role has responsibility for operational budgets and Mana Ahurea's standard operating procedures. While developing and motivating staff, the General Manager – Mana Ahurea will also drive strategic growth and the development of the team.

The nature of Aukaha's work is heavily relational and as such it is critical that the General Manager – Mana Ahurea builds and enhances relationships and networks with our stakeholders in this field.

Occasional travel for project work and stakeholder engagement hui will be necessary.

## WHO ARE YOUR TEAM? - TŌ KAPA

Reporting to	Chief Executive
Direct Reports	4
Nature and Term	Permanent, Full-Time
Location	Dunedin, Otago
Internal Relationships	Aukaha staff – Four direct reports Board Directors Kā Papatipu Rūnaka representatives Contractors
External Relationships	Rūnaka members Professional advisors and contractors Clients and stakeholders Local Government

## KEY ACCOUNTABILITIES - NGĀ KAWENGA TAKOHANGA

<b>Our people</b>	<ul style="list-style-type: none"> <li>• Lead the Mana Ahurea team to work effectively to achieve papatipu rūnaka cultural and economic aspirations.</li> <li>• Ensure that staff performance is monitored, and reviews are held.</li> <li>• Ensure that appropriate training and development opportunities are provided to staff to contribute to their effectiveness in their roles.</li> <li>• Collaborate and work with the Leadership team to deliver outcomes for papatipu rūnaka and work efficiently across the organisation.</li> </ul>
<b>Strategy development, relationship building, and communication</b>	<ul style="list-style-type: none"> <li>• Oversee the development and delivery of a range of commercial cultural services, including but not limited to:             <ul style="list-style-type: none"> <li>○ Art &amp; Urban Design Services</li> <li>○ Translations</li> <li>○ Cultural Workshops</li> <li>○ Cultural Narrative requests</li> <li>○ Mana whenua Panels</li> </ul> </li> <li>• Initiate, develop, and maintain a range of relationships with partners, iwi, rūnaka, stakeholders, and clients.</li> <li>• Keep abreast of regional and national affairs and policy changes.</li> <li>• Provide advice and support to the Mana Ahurea team and rūnaka representatives.</li> <li>• Develop and maintain robust relationships that positively represent Aukaha both internally and externally, locally, regionally and nationally where required.</li> <li>• Ensure the provision of a professional service to rūnaka, Councils, stakeholders, and clients.</li> <li>• Maintain all relevant communications and contract management including contractual reporting responsibilities, drafting and reviewing contracts ensuring that our intellectual property rights are protected for Aukaha and our artists.</li> <li>• Provide all information, analysis, and reports in a timely, efficient, and effective manner.</li> </ul>

<p><b>Team Management</b></p>	<ul style="list-style-type: none"> <li>• Develop, communicate, and evaluate annual work plans for the Mana Ahurea team.</li> <li>• Develop, monitor, and review annual budgets.</li> <li>• Actively seek out funding opportunities that will enhance the work of Mana Ahurea and increase mana whenua capacity for supporting that work.</li> <li>• Ensure provision of professional services that are consistent with the values of Aukaha and mana whenua.</li> <li>• Oversee the development of Mana Ahurea project plans, assign resources, and facilitate the achievement of project goals.</li> <li>• Ensure team compliance with all organisational policies and procedures, ensuring robust project management practices are followed, financial management including delegated financial authority for expenditure and reporting.</li> <li>• In conjunction with the CE and Mana Aukaha, oversee the implementation and compliance of all organisational policies and processes with the team.</li> </ul>
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## TO WORK WELL IN OUR SPACE

<p><b>Understands the space and place</b></p>	<ul style="list-style-type: none"> <li>• Has a well-developed bicultural ease and confidence.</li> <li>• Has a strong grounding and knowledge of tikaka Māori, mātauraka, kaitiakitaka and manaakitaka, or are developing these.</li> <li>• Can demonstrate a level of understanding of mana whenua aspirations and the complexities of building an inter-generational approach.</li> <li>• Knowledge of rūnaka structures, relationships and processes and the application of Te Tiriti o Waitangi.</li> <li>• Competence in, or a willingness to become competent in, Te Reo Māori.</li> </ul>
<p><b>Can work with people</b></p>	<ul style="list-style-type: none"> <li>• Prioritises and manages relationships with whānau, hapū and iwi with sensitivity and care.</li> <li>• Is thoughtful, resilient and calm under pressure.</li> <li>• Leads by example and works in an inclusive and collaborative manner.</li> <li>• Can work independently and as a member of a multidisciplinary team.</li> <li>• Is open to the views of others.</li> </ul>
<p><b>Values driven</b></p>	<ul style="list-style-type: none"> <li>• Has an empathy with and practices Aukaha values.</li> <li>• Is authentic and pragmatic.</li> <li>• Is willing to take ownership and be accountable.</li> </ul>
<p><b>Is results focused</b></p>	<ul style="list-style-type: none"> <li>• Is practical and innovative.</li> <li>• Can prioritise tasks to respond quickly to demands, act independently, and work under pressure.</li> <li>• Demonstrates flexibility and can respond to changing needs and priorities.</li> <li>• Shows initiative, is energetic and self-motivated.</li> <li>• Good commercial acumen and financially savvy.</li> </ul>

## EXPERIENCE

	<ul style="list-style-type: none"> <li>• Tertiary qualification within a relevant field or a minimum of 2 years' experience within the field.</li> <li>• Experience in project planning and management.</li> </ul>
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**Qualifications,  
skills and  
experience**

- Ability to develop business cases, project plans and project brief documents for the planning, design, development and implementation of business change programmes.
  - Experience dealing with a range of stakeholders e.g. iwi, communities, local government.
  - An understanding of Kāi Tahu cultural values and commitment to meeting the aspirations of mana whenua.
  - Proven ability to communicate effectively, including the ability to write reports and communicate effectively with mana whenua.
  - Highly developed problem solving and analytical skills.
  - An ability to take on a wide-ranging work portfolio.
  - Must have a full driver's licence.
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