

Kaiwhakahaere Rangatōpū | Corporate Services Manager

fixed terms for 3 months

Function **Te Matatuku / Corporate Services**

Location **Wellington**

Reports to **Tumu Whakarae**

Purpose of the role

The Corporate Services Manager leads this important function and is a member of the Te Mātāwai executive leadership team. This role is responsible for overseeing the delivery of essential corporate service functions (spanning finance, IT and information services, legal, administration and facilities management) ensuring seamless operations, fostering strong relationships and cultivating a thriving community within Te Mātāwai.

Key Accountabilities

The Corporate Services Manager is part of the leadership team and is accountable for the smooth running and high-quality delivery of the following support services as delivered by the members of the Corporate Services team.

People and Organisational Leadership

- Lead and mentor the Corporate Services team, fostering a collaborative and supportive work environment, setting clear expectations about performance standards and service delivery.
- Identify the strengths and areas for development for individual team members and facilitate their professional growth.
- Allocate resources effectively to ensure the Corporate Services team's productivity and efficiency.
- Foster and lead a proactive health and safety culture, promoting continuous improvement throughout the team and organisation.
- Contribute to the development of Te Mātāwai strategy and annual plans.
- Provide subject matter insights and expertise into strategic goals and initiatives, be the voice for your operation area at the Leadership Team.
- Support the Tumu Whakarae in ensuring the achievement of the strategy, actively participating in monitoring, and assessing progress.

Corporate Services Leadership

- Oversee Te Mātāwai budgeting and financial planning activities, contributing to the organisation's financial stability and growth and maintaining the integrity of Te Mātāwai financial and budget management systems and policies.
- Coordinate the strategic and operational management of risk in accordance with best practice.
- Develop and maintain Te Mātāwai organisational policies and procedures, identifying any control environment /legislative changes that necessitate additional policies and procedures being developed.
- Oversee the relationship with Te Mātāwai auditors through the annual external audit cycle, proactively addressing any concerns raised through the external audit process.
- Support the Komiti Tātari Tūraru (Te Mātāwai Audit and Risk Committee) providing financial and risk reporting and any other information requested for presentation to the Te Mātāwai Poari
- Oversee administrative functions and processes within Te Mātāwai, to ensure efficient and streamlined operations.
- Provide governance support to the Board and sub committees that enables smooth functioning.
- Oversee facility and asset management and maintenance activities that provide a safe and conducive working environment for employees, stakeholders and visitors.
- Oversee procurement and vendor management processes to optimise procurement practices, ensuring cost-effective and timely acquisition of goods and services.
- Oversee other Corporate Services areas, such as IT and Legal, ensuring staff, the Board and Pae Motuhake members have the support they need.

Other duties

- Is Te Mātāwai's designated privacy officer. Must be informed and familiar with Privacy act and principles and managing privacy breaches.
- Undertake such other tasks and responsibilities as required from time to time.

Qualifications, skills, knowledge and experience

- Be a passionate advocate for the revitalisation of the Māori language and actively engaged in Māori language activities
- Proficiency in both Māori and English
- Strong management and risk management instincts

- A degree in an accounting-related subject
- 5+ years of experience in corporate management or senior management-related roles
- Experience in working on Māori-related matters with government and/or in political contexts
- Excellent organisational skills and an ability to meet deadlines
- Strong presentation, communications skills (written and oral) and relationship management skills
- Sound experience in government and/or public sector dealing with the management or leading and implementing corporate support services
- Enjoy working as a team member, at a high level, and working collectively to achieve results
- Experience in working with whānau, hapū, iwi, Māori organisations and communities;
- Sound understanding of tikanga and Treaty of Waitangi principles

Delegations

This position has the following management responsibilities:

Staffing

Direct reports – 5

Financial

The Corporate Services Manager has oversight of the operating budget on behalf of the Tumu Whakarae and financial delegations for operating expenditure.

Relationships

The position is required to build and maintain the following relationships:

Internal

- Tumu Whakarae
- The Leadership Team
- Te Mātāwai Staff
- Te Mātāwai Board
- Pae Motuhake & Kāhui

External

- All Te Mātāwai's external business support services providers
- External auditors
- Te Reo Māori Agencies (Te Māngai Pāho, Te Taura Whiri, Māori Television Service (Whakaata Māori))

About Te Mātāwai

Kia Ūkaipō anō te Reo is our vision to restore the Māori language as a nurturing first language for our tamariki and mokopuna.

Te Mātāwai works collaboratively across Aotearoa to restore te reo Māori as a vibrant language used widely and ultimately to be nurtured as a first language in homes and communities.

Te Mātāwai was established to act on behalf of iwi and Māori to:

- lead the promotion of the health and well-being of te reo Māori for iwi and Māori, and at the community level;
- support, inform and influence the Crown's initiatives in protecting, promoting and revitalising te reo Māori;
- give effect, through its association with Ministers of the Crown, to the relationship of the Crown with iwi and Māori in relation to te reo Māori; and
- provide oversight and direction to the Māori Television Service in conjunction with the Minister for Māori Development and the Minister of Finance.

Te Mātāwai has an innovative organisational model that is driven by evidence-based strategy as we seek to build capability across the Māori language revitalisation movement through relationships, resourcing and community empowerment.

Our organisational culture is underpinned by practices that reflect Te Ao Māori perspectives. We are responsive to the distinct experiences and needs of our Kāhui, kaitono and whānau and our bespoke design and ability to be agile and responsive are key features of our approach. Te Mātāwai is committed to empowering the people of our Kāhui to lead change within their own communities, helping to foster mutual confidence in connections with communities, decision makers and government agencies.

Through collaborative relationships and intelligent strategy, Te Mātāwai is redefining what the partnership model can look like, generating the conditions for systems change within Te Whare o te Reo Mauriora.

Ko Ngā Mātāpono a Te Mātāwai/Principles of Te Mātāwai

NGĀ MĀTĀPONO	PRINCIPLES
<i>He reo tuku iho te reo taketake o Aotearoa</i>	Māori, the indigenous language of Aotearoa, is spoken across generations.
<i>Ko ngā iwi me ngāi Māori ngā kaupuri i te mauri o 'Te Whare o Te Reo Mauriora'¹</i>	Māori people are the custodians of the vitality of 'Te Whare o Te Reo Mauriora'
<i>Poua, whakatipuria, tāwharautia te reo ūkaipō i roto i ngā hāpori</i>	The Māori language is reintroduced, grown and protected as a nurturing first language in our communities
<i>Kia raka te mauī, kia raka te katau</i>	The Crown and Māori work together towards a shared vision
<i>Kia ū ki te wairua Māori</i>	We operate in a way that is experientially Māori

¹ Te Whare o te Reo Mauriora (the Māori Language Revitalisation Model)