

POSITION DESCRIPTION

Position Title:	General Manager Corporate		
Reporting to:	Chief Executive		
Date created:	July 2026	Date last updated:	
Direct reports:	3	Location:	

About Us | Mō Mātou

Ngāti Tama ki Te Waipounamu Trust (**Ngāti Tama**) was formed to represent the Uri o Ngāti Tama who whakapapa to Te Taihū o Te Waka-ā-Maui (Top of the South Island). They are responsible for protecting and advancing the interests of Ngāti Tama, including the stewardship of whenua and taiao, strengthening cultural identity, supporting whānau wellbeing, and leading the strategic direction of the iwi. Each role is entrusted to those who will uphold these responsibilities with integrity and contribute to the collective aspirations of the iwi.

Primary Focus | Te Aronga Matua

The General Manager Corporate is a senior leadership role and a direct report to the Chief Executive. This role is pivotal in ensuring that Ngāti Tama ki Te Waipounamu Trust (The 'Trust') operates effectively, efficiently, and in alignment with the Trust's broader strategy, vision, and iwi aspirations. The General Manager is responsible for translating strategic goals into actionable plans, driving operational excellence, ensuring compliance and fostering an inclusive, accountable organisation.

This key role has overall responsibility for the management and delivery of:

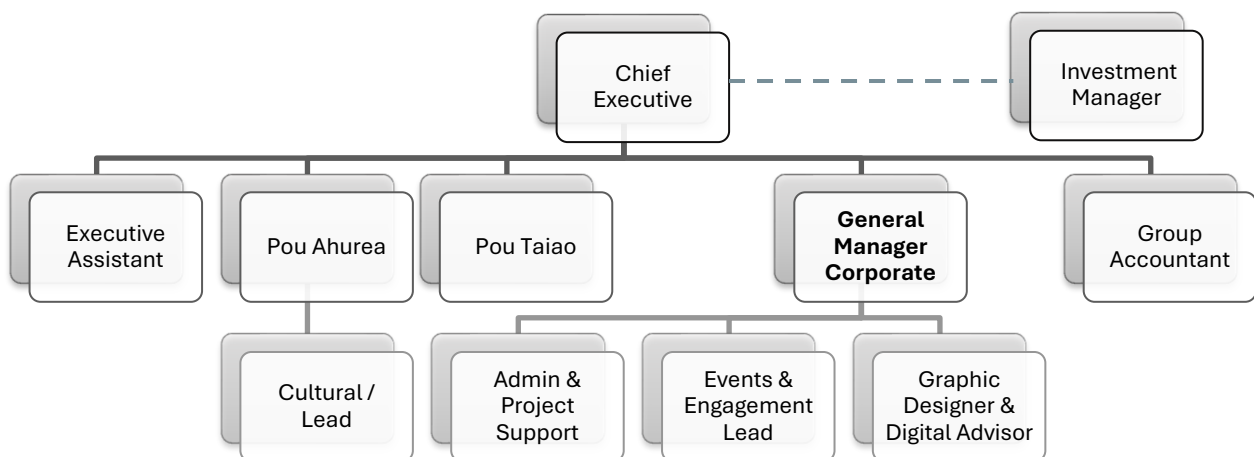
- **Group Planning:** Collaborating with the CEO to develop, implement, and track the strategic direction and annual goals to ensure alignment with the Trust's long-term objectives.
- **Operational Risk and Management:** Ensuring risk management systems are in place and adhered to, minimising potential risks to the Trust's operations, assets, and reputation.
- **Financial Management:** Supporting the Group Accountant as the functional lead for group financial systems, budgeting, cashflow, reporting, audit preparation and financial controls, including operational coordination and governance support to ensure accurate, timely and well-governed financial information.
- **Human Resources/people leadership, development and mentoring:** Leading the development of the Trust's human resource strategy, providing mentorship, and ensuring alignment with iwi values and strategic goals.
- **Grants Oversight and Policy Development:** Managing the development and administration of grant policies, overseeing the allocation of resources, and ensuring transparency and accountability in all grant-related processes.
- **Board and committee Support:** Supporting governance activities, including board reporting, preparation of minutes, and ensuring efficient coordination of board and sub-committee activities.
- **Special Projects:** Leading and coordinating special projects that align with the Trust's strategic objectives and further the iwi's vision.

- **Building and developing an effective organisation in order to deliver the strategy:**
Ensuring that operational functions are optimised to deliver the Trust's strategy effectively, developing the capabilities and capacity required to meet iwi aspirations.

Your Team | Te Kapa o Ngāti Tama

The General Manager Corporate works as part of a small, collaborative Ngāti Tama senior leadership team and reports to the Chief Executive. The role provides leadership across the Trust's corporate, operational, governance, people, systems, risk and compliance functions, ensuring that the organisation has the internal capability, processes and controls required to deliver agreed strategic and annual priorities. The role has direct people leadership responsibility for corporate and operational support kaimahi and is expected to provide clear direction, coaching, coordination and performance support to ensure delivery is well planned, accountable and aligned with Ngāti Tama values.

The General Manager Corporate works closely with kaimahi, trustees, the Group Accountant, the Investment Manager, Pou Ahurea, Te Pou Taiao, external advisors, service providers and group entities to coordinate shared systems, reporting, planning and implementation across the Ngāti Tama Group. Where work intersects with financial systems, budgeting, cashflow, reporting, audit preparation or financial controls, the role supports and collaborates with the Group Accountant as the functional finance lead. Where work intersects with cultural, taiao, whenua, wāhi tūpuna, mātauranga Māori or statutory kaupapa, the role works alongside the relevant functional lead to ensure corporate support, governance processes and operational delivery remain clear, coordinated and aligned.



Key Accountabilities | Ngā Kawenga

Accountability	Key responsibilities	Expected outcome
Group Planning	• Work with the CEO to translate strategic direction into annual plans, work programmes, priorities, timeframes and measurable deliverables. • Coordinate integrated planning across corporate, governance, people, systems, risk and operational workstreams. • Monitor progress against agreed plans and provide regular reporting to the CEO and Board as required.	Corporate planning is integrated, measurable and aligned with Ngāti Tama strategic priorities.
Operational and Risk Management	• Ensure effective internal controls, business processes, policies, delegations and information management systems are in place and reviewed regularly. • Maintain operational oversight of corporate risk, compliance, insurance, facilities, contracts, service providers and organisational systems. • Report to the CEO on operational matters, serious risks and issues requiring Board attention, working with the Group Accountant where financial systems, reporting, controls or audit matters are involved.	Corporate operations are well controlled, compliant, risk-aware and fit for purpose.
Financial Management Support	• Support the Group Accountant as the functional lead for financial systems, budgeting, cashflow, reporting, audit preparation and financial controls across the Ngāti Tama Group. • Coordinate operational inputs required for budgets, cashflow forecasting, management reporting, audit processes and annual reporting. • Support the CEO and Group Accountant to monitor expenditure, identify operational variances and escalate risks within agreed reporting processes.	Financial information is supported by strong operational inputs, clear governance processes and collaboration with the Group Accountant.
People, Capability and Culture	• Support the CEO to maintain a capable, accountable and values-led team able to deliver agreed strategic and annual priorities. • Ensure employment, performance, development and human resource policies and processes are implemented consistently and lawfully. • Promote a constructive organisational culture grounded in Ngāti Tama values, collaboration, accountability and continuous improvement.	Kaimahi are supported through clear systems, expectations, capability development and a positive workplace culture.

Board and Committee Support	• Support the CEO and Board with governance workflows, Board and committee reporting, agendas, papers, minutes, action tracking and meeting logistics. • Coordinate governance calendars, annual workplans, AGM or SGM processes, trustee induction, elections and Board evaluation activities as required. • Work with the Group Accountant where Board or committee papers require financial reporting inputs.	Governance processes are timely, accurate, well-coordinated and support informed decision-making.
Group Entity Coordination	• Work with the CEO, Group Accountant and relevant entity leads to support Service Level Agreements, shared services, corporate systems and group-wide administrative expectations. • Coordinate operational inputs for group reporting, audit, insurance, records, systems and governance review processes.	Group entities are supported through coordinated corporate systems, clear expectations and consistent reporting processes.
Corporate Systems and Administration	• Oversee corporate records, document management, IT systems, facilities, office equipment, leases, supplier arrangements and administrative processes. • Review and approve contracts with service providers and suppliers within delegated authority. • Ensure statutory, regulatory and reporting information flows are supported through effective corporate systems and recordkeeping.	Corporate infrastructure, records and systems enable efficient, compliant and reliable organisational operations.
Grants Oversight and Policy Development	• Oversee the development and implementation of policies related to grant administration, ensuring alignment with Trust objectives and agreed delegations. • Coordinate grant application, approval, monitoring and reporting processes to support transparency and accountability.	Grant processes are transparent, consistent, policy-aligned and accountable.
Special Projects	• Lead, deliver or coordinate special projects as required by the CEO, particularly where projects relate to corporate operations, governance systems, organisational improvement or implementation support.	Priority projects are delivered with clear coordination, accountability and alignment to CEO direction.
Relationships, General Duties and Team Contribution	• Build trusted relationships with kaimahi, whānau, iwi partners, advisors, providers and stakeholders, grounded in whanaungatanga and mutual respect. • Work in alignment with Ngāti Tama policies, strategic priorities and agreed kaupapa, contributing positively to the wider mahi of the Trust.	The role strengthens trust, collaboration, professionalism and shared delivery across the organisation.

	Undertake other duties consistent with the purpose and intent of the role as organisational needs evolve.	
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Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi share responsibility for creating and maintaining a safe, healthy, and supportive environment for themselves and others	- Take personal responsibility for the health, safety, and wellbeing (oranga) of yourself, your colleagues, and those you engage with through your mahi. - Actively promote and contribute to a safe and supportive workplace, ensuring all tools, equipment, and practices are used appropriately and safely. - Understand and follow Ngāti Tama Health, Safety and Wellbeing policies, procedures, and tikanga. - Uphold safe ways of working, speaking up where practices do not align with agreed standards. - Identify and report hazards, incidents, injuries, and near misses in a timely and appropriate manner. - Exercise the right to stop or refuse work that is considered unsafe, and escalate concerns appropriately.
Accountability	- Take ownership for the health, safety, and wellbeing of areas and activities under your influence. - Maintain capability and awareness in Health, Safety and Wellbeing, ensuring your knowledge remains current and relevant. - Support a shared culture of safety, ensuring all kaimahi, contractors, and visitors understand and uphold their responsibilities. - Ensure all work is carried out safely, with consideration for people, environment (taiao), and community. - Provide appropriate guidance, supervision, and support to new or temporary kaimahi to ensure they can work safely and confidently.

Skills and Qualifications | Ngā Tohu Mātauranga

Essential	- Administrative and Business management. - Experience leading and/or working within a team at a senior level. - Experience with organisational management and related IT and other systems. - Relevant governance and management experience and an understanding of relevant processes. - Demonstrated ability to work in a kaupapa Māori environment, with an understanding of tikanga Māori and te ao Māori principles. - Strong relationship-building skills, with the ability to engage effectively with whānau, hapū, iwi, and stakeholders. - Sound communication skills, both written and verbal, with the ability to present information clearly and appropriately across different audiences. - Ability to work collaboratively while also managing responsibilities independently. - High level of integrity, professionalism, and accountability.
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	• Commitment to the aspirations, values, and long-term vision of Ngāti Tama.
Desirable	• Relevant tertiary qualification or equivalent lived and/or professional experience. • Knowledge of Ngāti Tama whakapapa, history, and/or connections to Te Taihū. • Proficiency in te reo Māori or a willingness to develop capability. • Experience working within an iwi, Māori organisation, or not-for-profit environment. • Understanding of Treaty of Waitangi obligations and their application in practice. • Experience working with whānau, community engagement, or stakeholder-led initiatives.

Alignment with Strategic Outcomes | Te Hāngaitanga ki ngā Hua Rautaki

Strategic / organisational outcome	Contribution of this role
A thriving Ngāti Tama identity, empowering intergenerational whānau wellbeing	Provides the corporate systems, planning, reporting and operational support needed for Ngāti Tama kaupapa, services and whānau-facing work to be delivered effectively.
Strong governance, accountability and organisational confidence	Strengthens Board, committee and CEO decision-making through timely reporting, coordinated governance processes, action tracking and clear operational advice.
Financial sustainability and prudent stewardship	Supports the Group Accountant and CEO by coordinating operational inputs, reporting timelines, audit information, grant processes and internal controls that enable prudent financial oversight.
Capable, values-led and accountable kaimahi	Supports people systems, capability development, HR processes and organisational culture so kaimahi can work with clarity, confidence and accountability.
Integrated delivery across the Ngāti Tama Group	Coordinates corporate systems, shared services, planning, reporting and relationships across Trust and group entities, while recognising the Group Accountant as finance functional lead.

Key Relationships | Ngā Hononga Matua

Internal	External
• Chief Executive • Board, committees and trustees, where applicable • Group Accountant • Investment Manager • Pou Ahurea / Cultural Manager • Te Pou Taiao • Executive Assistant • Admin and Project Support • Events and Engagement Lead • Graphic Designer and Digital Advisor • All Ngāti Tama kaimahi	• Auditors, accountants and professional advisors • Legal, HR, employment, health and safety and governance advisors • Banking, insurance, investment administration and financial service providers • IT, systems, records, facilities and corporate service providers • Subsidiary and group entity representatives • Crown, council, charitable, regulatory and reporting agencies where corporate or governance processes require engagement • Funding, grant and contract partners • Specialist external consultants and providers • Other stakeholders and suppliers as required

Disclaimer | Te Whakakape

This Position Description outlines the key responsibilities, accountabilities, and expectations of the role, and how it contributes to the collective aspirations of Ngāti Tama. It reflects the importance of working collaboratively with fellow kaimahi, whānau, and stakeholders to achieve shared outcomes for the iwi.

The role will be supported by an annual Performance Agreement, developed in partnership between the kaimahi and their manager. The Performance Agreement will establish clear goals, Key Result Areas (KRAs), and development objectives aligned with the strategic priorities and kaupapa of Ngāti Tama, and will provide the framework for ongoing performance, growth, and contribution.

As the needs and priorities of Ngāti Tama continue to evolve, both this Position Description and the associated Performance Agreement may be reviewed and updated to ensure they remain relevant, effective, and aligned with organisational direction.

Acceptance

I acknowledge that I have read and understood this Position Description and accept the responsibilities, duties, and expectations outlined within it.

Signed by the kaimahi:.....

Date:.....

Signed on behalf of Ngāti Tama:

Date: