

TE PŪTEA WHAKATUPU TRUSTEE LIMITED

DIRECTOR

POSITION DESCRIPTION AND PERSON SPECIFICATION

Applications close 5pm 18 August 2017

POSITION

Director of Te Pūtea Whakatupu Trustee Limited – 1 position is available.

PURPOSE

To govern, oversee and manage the operations of the company (which is the corporate trustee of Te Pūtea Whakatupu Trust).

The purpose of Te Pūtea Whakatupu Trust is to hold and manage the trust funds on trust for and on behalf of the beneficiaries under the 1992 Māori Fisheries Deed of Settlement, in order to promote education, training, and research, including matters that relate to fisheries, fishing, and fisheries-related activities, but not in a manner that could adversely affect the charitable status of the Trust.

The benefits of Te Pūtea Whakatupu Trust must be made available as widely as possible to all Māori, having regard to:

- (a) the extent to which mandated iwi organisations are providing, or are able to provide, benefits for members of their iwi that are the same or similar to those that are able to be provided by Te Pūtea Whakatupu Trustee Limited; and
- (b) the interests of Māori who-
 - (i) do not associate with their iwi; or
 - (ii) do not receive benefits from a mandated iwi organisation.

A 2016 judgment has confirmed that the primary purpose of Te Pūtea Whakatupu Trust is to “provide access to settlement proceeds to those who do not associate with their iwi, and do not receive benefits”¹.

¹ Simon France J in *National Urban Māori Authority & Te Whānau o Waipareira Trust v Te Ohu Kai Moana Trustee Limited & Ors* [2016] NZHC 1600 at para 86.

NATURE OF THE POSITION

Directors are appointed by Te Ohu Kai Moana Trustee Limited (who must consult with the National Urban Māori Authority in order to ensure that the directors have knowledge of, and are able to represent, the interests of Māori who reside in urban areas of New Zealand). Te Ohu Kai Moana Trustee Limited may also consult with other persons or organisations that it considers has knowledge that is relevant to the interests of Māori who live in urban areas.

Pursuant to the Te Pūtea Whakatupu Trust deed, 3 directors may be appointed for a term not exceeding 4 years; and may be reappointed for 1 further full term. All Directors must be Māori, who each:

- a) are well versed in matters of tikanga Māori; and
- b) are experienced in working with Māori and Māori organisations; and
- c) have expertise and experience in human resource development, education and training.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of Board members are to:

- Participate in establishing and annually reviewing the strategic plan and act as a spokesperson to support and communicate the plan's goals and objectives
- Ensure the Trust meets its reporting obligations
- Prepare, and obtain the approval of Te Ohu Kai Moana Trustee Limited for, an annual plan as required by its trust deed
- Manage the trust funds and distribute the annual trust income for activities specified in s.83 of the Māori Fisheries Act
- Ensure the trust is operating legally, ethically and according to its trust deed
- Make distributions consistent with the trust deed
- Direct and manage staff and/or contractors as required
- Ensure compliance with all statutory and regulatory requirements
- Ensure the trust is financially viable and able to meet its objectives
- Oversee the effective and efficient operation and monitor the performance of each area in achieving its outcomes
- Protect and promote the organisation and its purposes
- Make changes to improve the effective functioning of the organisation
- Making decisions based on information that is verifiable and sufficient for purpose

In fulfilling these responsibilities, the director is required to exercise their best judgment in relation to the short and long-term interests of beneficiaries and the organisation and shall not represent or promote the views or interests of a particular group or groups (other than as required by law).

ACCOUNTABILITY

The director is accountable to the beneficiaries of the Trust and through the planning and reporting regime established by the Māori Fisheries Act 2004, to Te Ohu Kai Moana Trustee Limited.

IDEAL PERSON SPECIFICATION

Personal attributes, skills and experience

Personal attributes:

- Integrity and honesty
- Effective listener and communicator
- Team player
- Influencer and negotiator
- Critical and innovative thinker
- Commitment and diligence.

Professional Director Skills:

- Strategic planning and focus
- Business experience
- Financial investment
- Information technology
- Policy development
- Human resources
- Significant previous Board/governance experience.

Sector experience and knowledge:

- experience working with urban Māori organisations
- expertise and experience in human resource development, education, and training
- ability to represent the interests of Māori who reside in urban areas of New Zealand
- Māori networks (in particular urban Māori networks)
- experience in other areas relevant to the purposes of the Trust.

ASSESSMENT MATRIX

In applying for the role, please use the assessment matrix on the following page. This page provides information to assist you to fill in the form correctly.

Skill/attribute/experience	Relevant examples	Weighting	Assessment
<i>Well versed in matters of tikanga Māori</i>	Demonstration of te reo Māori, knowledge of tikanga Māori and involvement in Te Ao Māori.	Mandatory	N/A
<i>Experience in working with Māori and Māori organisations</i>	Demonstration of significant previous involvement with Māori and Māori organisations (including in particular urban Māori or pan-Māori organisations).	Mandatory	N/A
<i>Experience in human resource development, education and training</i>	Previous employment or governance and leadership roles in these sectors.	Mandatory	N/A
<i>Have knowledge of, and are able to represent, the interests of Māori who reside in urban areas of NZ</i>	Significant involvement with non-iwi urban Māori or pan-Māori organisations, ideally in leadership roles	Mandatory	N/A
<i>Personal Attributes</i>	History of demonstrating through employment and governance roles, the personal attributes outlined in the Position Description under this heading.	30%	1-10
<i>Professional Director Skills</i>	History of directorships, trusteeships or other governance roles within significant organisations. Ability to demonstrate knowledge of or experience in 3 or more of the skills outlined in the Position Description under this heading.	30%	1-10
<i>Sector Experience & Knowledge</i>	Demonstrated experience in 3 or more areas outlined in the Position Description under this heading (and <u>must</u> include the areas stated in the first 2 bullet points).	40%	1-10

Self-assessment / Appointor assessment Matrix

Name:

Please provide as much information as possible in the ‘Demonstration of knowledge or experience’ boxes for each skill/attribute/experience criterion and self-assess your ability from a scale of 1-10. NB. Please leave the shaded Appointor Assessment boxes or any black boxes blank.

Please complete electronically by typing your response into the appropriate boxes and provide your curriculum vitae (CV) along with the assessment matrix and cover letter (if providing one).

Skill/attribute/experience	Demonstration of knowledge or experience [insert examples of experience in these boxes below]	Weighting	Self-Assessment (1-10)	Appointor Assessment (1-10) [Leave this column blank]
<i>Well versed in matters of tikanga Māori</i>		Mandatory		
<i>Experience in working with Māori and Māori organisations</i>		Mandatory		
<i>Experience in human resource development, education and training</i>		Mandatory		
<i>Have knowledge of, and are able to represent, the interests of Māori who reside in urban areas of NZ</i>		Mandatory		
<i>Personal Attributes</i>	[insert examples of any 3 skills under Personal Attributes from the Position Description in the boxes below]	30%	Rank yourself (1-10) for this skill below	
	#1:			
	#2:			
	#3:			

<i>Professional Director Skills</i>	[insert examples of any 3 skills under Professional Director skills from the Position Description in the boxes below]	30%	Rank yourself (1-10) for this skill below	[Leave this column blank]
	#1:			
	#2:			
	#3:			
<i>Sector Experience & Knowledge</i>	[insert example of 1 additional skill under Sector Experience & Knowledge as well as examples of experience for the first two bullet points (which are mandatory), from the Position Description in the boxes below]	40%	Rank yourself (1-10) for this skill below	[Leave this column blank]
	#1:			
Compulsories? (Y / N)	#2:			
	#3:			