

SCHEDULE 3

Employment Agreement Schedule - Job Description Fixed Term- 12 months

Name:

Position:

MTA Services Manager

Reports to:

Chief Executive Officer

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OVERALL OBJECTIVE:

The Services Manager is responsible for managing the operations and development of MTA subsidiary company, Muaupoko community services. To ensure that MTA are meeting outcome measures stipulated by funding agencies. To assist with the development of services that meets the needs of our whanau, hapu and iwi.

OVERALL RESPONSIBILITIES:

To manage the operations of community services staff on a day to day basis.

Main activities:

- a. To monitor and supervise community services staff
- b. Offer support and leadership in the development and planning of services
- c. Operational support
- d. Developing working plans to ensure critical milestones are identified and implemented
- e. Ensure contractual requirements are reported professionally, accurately and in a timely manner
- f. Monthly reporting, highlighting objectives obtained and further recommendations
- g. To contribute towards the implementation of the MTA 2020 Strategic Plan as approved by the board, with particular regard to its ten key strategies.
- h. Assist with administrative, human resource requirements where necessary
- i. Make community links where necessary
- j. To provide administration support to our Te Arataki Manu Korero course
- k. To provide assistance on request to the various muaupoko land trusts and muaupoko trading company
- l. To represent MTA and its subsidiaries on external organizations as requested by chairperson or the board
- m. Support the CEO where applicable and as requested

KEY SKILLS

- Be an effective communicator/team player
- Proven Leadership skills
- Experience and understand the local dynamics of whanau and their tribal/Maori communities
- Knowledge and experience of working within the social services sector
- Proven administrative skills
- Fair and honest
- Excellent reporting skills
- Demonstrate the highest standard of integrity
- Adhere to MTA QMS Control Documents including the:

- Administration Manual
- Financial Policies and Procedures Manual
- Health and Safety Policies and Procedures Manual
- Human Resource Policies and Protocols Manual including Code of conduct

EXPECTATIONS OF EMPLOYEEES

1. Corporate Citizen

All employees are expected to contribute to the development and maintenance of Muaūpoko Tribal Authority Inc. as an organisation. This means:

- Using resources responsibly
- Maintaining standards of ethical behaviour and practice
- Meeting the organisations performance standards
- Participating in corporate development initiatives
- Helping to develop and maintain Māori capability in the Organisation, including developing our understanding of the Treaty of Waitangi and ways in with it applies in our work
- Raising and addressing issues of concern promptly

2. The Employer and Employee Relationship

We have shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving the Organisations objectives

A performance agreement will be reached between a staff member and their manager containing specific expectations annually or other timeframe as appropriate.

3. Client and Stakeholder Commitment

All employees are responsible for striving to continuously improve service quality. This means:

- Taking the initiative to meet the needs of the client/stakeholder
- Using resources responsibly
- Maintaining standards of ethical behaviour and practice
- Meeting the organisations performance standards
- Participating in corporate development initiatives
- Helping to develop and maintain Māori capability in the Organisation, including developing our understanding of the Treaty of Waitangi and ways in with it applies in our work
- Raising and addressing issues of concern promptly

4. Māori Awareness

It is essential that all people have an understanding of Māori issues. This includes an awareness of traditional and contemporary Māori and Iwi structures, key Māori concepts, and an awareness of legislation, Treaty of Waitangi issues and policy affecting the key areas of work

Approved:

CEO: _____ **Date:** _____