



Position Description: Kaiwhakahaere | General Manager Wairarapa Moana Statutory Board

Reports to	Direct: Chairperson of the Wairarapa Moana Statutory Board (WMSB) Administrative Line: Chief Executive, Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust (NKKWTNR), in its capacity as employer
Position Type	Permanent, Full-time (40 hours per week)
Direct Reports	Project Manager, Contractors
Location	Masterton in the NKKWTNR office

Position Summary

The Kaiwhakahaere is a pivotal leadership role responsible for the effective operational delivery, secretariat functions, funding coordination and organisational systems that support the Wairarapa Moana Statutory Board (WMSB). The position provides the core operational link between the Board and the Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust (which provides secretariat and operational support), ensuring that workstreams, reporting, and resources are aligned and responsive to the Board's priorities.

The role ensures the Board's governance functions are supported through clear planning, high-quality advice, transparent reporting, and effective coordination across partners and agencies. All operational systems must give effect to Te Tiriti o Waitangi and reflect the tikanga, kawa, and culturally grounded practices of the Board. The Kaiwhakahaere plays a central role in upholding the mana, tikanga, and aspirations of the Board and in supporting the protection and restoration of the mauri of Wairarapa Moana.

Purpose of the Role

The Kaiwhakahaere exists to enable the WMSB to fulfil its statutory responsibilities and long-term vision for Wairarapa Moana and the Ruamāhanga awa catchment by providing leadership across operational systems, organisational coordination and partner relationships.

The purpose of the role is to ensure that:

- all systems, processes and relationships give effect to Te Tiriti o Waitangi and uphold the tikanga, kawa, and mana whenua led cultural practices of the Board
- the Board is well supported to carry out its governance responsibilities through reliable, timely, and transparent advice, information, and secretariat services
- coordination between the WMSB, appointer agencies, iwi partners, local authorities and Crown agencies is maintained and effective
- the Board's work programme is delivered through sound operational management, performance oversight and risk management
- funding and resources are secured and managed to advance restoration, cultural, environmental and co-governance outcomes
- staff, contractors, and organisational systems are managed to ensure high-quality delivery and alignment with WMSB expectations

In essence, the Kaiwhakahaere ensures that the WMSB is supported to operate effectively as a co-governance entity and to uphold its responsibilities as kaitiaki of Wairarapa Moana and the Ruamāhanga awa catchment.

Key Relationships	Internal Board Chairperson and Board Members Project Manager Audit Finance & Risk Committee CEO, NKKWTNR Settlement Trust NKKWTNR and WMSB Staff	External Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust Rangitāne Tū Mai Rā Settlement Trust Joint redress hapū and landowners of Wairarapa Moana Greater Wellington Regional Council South Wairarapa District Council Department of Conservation Partner agencies, funders, and contractors.
Educational qualifications, experience and skills required	<ul style="list-style-type: none"> • Strong grounding in Te Ao Māori, tikanga, kawa, and iwi–Crown relationships, with the ability to apply these in governance and operational contexts. • Proven leadership experience in governance support, organisational coordination, or operational management. • Highly effective communicator with strong relationship management, analysis, and facilitation skills. • Experience working across iwi, councils, Crown agencies and community partners, with the ability to manage complex reporting lines. • Knowledge of Te Tiriti o Waitangi, co-governance arrangements, and relevant statutory frameworks, including the Te Rohe o Rongokako Joint Redress Act 2022. • Experience in financial oversight, performance monitoring and risk management. • Demonstrated ability to prepare and secure funding, and to manage relationships with government, philanthropic, and environmental funders. • Tertiary qualification or equivalent experience in Māori development, public administration, environmental management, or a related field. 	
Key Responsibilities	Secretariat & Governance Support Lead and coordinate all governance and secretariat functions of the WMSB, including: <ul style="list-style-type: none"> • preparing agendas, order papers, minutes and decision registers • coordinating meetings, wānanga and hui • managing the Board’s annual work programme, calendar and forward-planning cycles • providing high-quality briefings, advice, and documentation to the Chairperson and Board • ensuring compliance with the Te Rohe o Rongokako Joint Redress Act 2022 and related statutes • maintaining transparent records and preparing public-facing summaries when required Operational Leadership <ul style="list-style-type: none"> • Implement the SLA and ensure all financial, reporting, and administrative requirements are met. • Coordinate across provider functions (finance, administration, reporting) to ensure smooth and timely delivery. • Lead and support internal staff and contractors delivering to the WMSB work programme. • Prepare operational reports, budget summaries, and performance updates for the Board. • Oversee risk management and internal control systems to ensure compliance and integrity. 	

Relationship Management

- Maintain trusted and collaborative relationships with iwi, hapū, marae, Crown agencies, and local government partners.
- Act as liaison between the Chair and the Provider's management team to ensure continuous alignment.
- Represent the Board at stakeholder meetings, regional forums, and inter-agency working groups.

Cultural Leadership

- Ensure all activities and systems are guided by Te Tiriti o Waitangi and reflect the tikanga and kawa based practices of the Wairarapa Moana Statutory Board, drawing from the mātauranga and cultural frameworks of Ngāti Kahungunu and Rangitāne
- Promote culturally grounded decision-making, staff wellbeing, and partnership practices that uphold co-governance and mana whenua leadership.

Performance and Accountability

- Monitor performance under the SLA and report regularly to the Board on operational and financial delivery.
- Coordinate the annual review of service quality, timeliness, and cost transparency.
- Develop Key Performance Indicators (KPIs) for Secretariat and Provider performance.
- Manage performance appraisal processes for secretariat staff and contractors, ensuring corrective actions are implemented when needed.

Funding and Resource Development

- Identify and pursue funding opportunities to advance the Board's strategic priorities, including ecological restoration, cultural heritage, and engagement projects.
- Develop and submit funding applications, proposals, and partnership investment plans.
- Manage relationships with funders, government agencies, philanthropic organisations, and iwi partners.
- Prepare accountability and progress reports for all external funding received.