

Job Description



1. **Job Title:** **Kaiwhakarite Matua (kirimana,tūtohi)**
(Lead Contracts and Referrals)
2. **Reporting to:** Kaiwhakahaere (Chief Operations Officer)
3. **Section:** Main Office
4. **Workload:** 1.0 FTE
5. **Date last changed:** March 2022
6. **Version:** 1.0
0. **Job Objective:** To ensure Mission delivered services meet or exceed contract requirements. To implement a centralised contract reporting process. To provide expertise and advice in relation to contracting processes and support for new project planning. To maintain communication with contract partners and other stakeholders to ensure surplus referrals and consistently high stakeholder support, in collaboration with delivery staff

1. Declaration

The duties of this role are not limited to those listed below, but include other duties as are required to assist in the operation of Methodist Mission Southern, as determined by the Kaiwhakahaere (Chief Operations Officer).

This Job Description will be updated annually, after consultation with the position holder, and it is intended that these updates will capture the bulk of tasks associated with the role at that time. Additionally, the Kaihautū (Director) may authorise a new Job Description at any time.

2. Job Responsibilities

Key Tasks

Implement monitoring and reporting for new and existing contracts

- Review contracts and implement monitoring and reporting for deliverables.
- Ensure ongoing engagement and relationship building with stakeholders is held on a regular basis
- Ensure compliance with processes for contract development, approval, administration, monitoring and evaluation.
- Strengthen the organisation's access to expertise and advise in relation to contracting processes
- Other written requirements for contracting and funding.

Performance Accountabilities

- Works closely with the Kaiwhakahaere (Chief Operations Officer) and Kaiwhakawhanake Pakihi (Chief Development Officer) to review new and existing contracts to ensure reporting to Mission stakeholders, which include Government, philanthropic and private funders, and other sources of revenue and resources.
- Works closely with the Kaiwhakawhanake Pakihi (Chief Development Officer) Kaiwhakahaere (Chief Operations Officer) including regular updates on interactions with stakeholders and immediate notification of issues of concern or importance.
- Works closely with the Kaiwhakahaere (Chief Operations Officer) and Kaiwhakawhanake Pakihi (Chief Development Officer) to identify approval, decision and

	<p>delegation points in the contract and track them.</p> <ul style="list-style-type: none"> • Create a central contract reporting location to track contract progress. • Maintains a high standard of written English and spoken communication and produces work consistent with the Mission's strategic objectives.
Contracting Process <ul style="list-style-type: none"> • Ensure the efficient and timely administration of contracts. • Ensure that payments to providers are monitored and authorised and any discrepancies highlighted to Kaiwhakahaere Chief Operations Officer, Kaiwhakahanake Pakihi Chief Development Officer, Kaitiaki Putea Accountant 	<ul style="list-style-type: none"> • Funding contracts are negotiated in a manner which promotes win: win outcomes for the organisation and residents/clients. • Services are delivered within the framework of expectations and performance indicators specified in funding contracts. • Ensure that Kaiwhakahaere (Chief Operations Officer), Kaiwhakahawhanake Pakihi (Chief Development Officer) and Kaitiaki Putea (Accountant) are fully informed, briefed and consulted in advance of all major issues relating to contracts and delivery of outcomes. • Create draft contracts in association with subject matter experts
Supporting Referral Process <ul style="list-style-type: none"> • Maintain communication with agencies and stakeholders responsible for referrals to MMS Services • Supporting Kaiwhakahaere ensure MMS processes are consistent with the current agreement/expectations of the Govt/NGO and community referral partners 	<ul style="list-style-type: none"> • Regular communication with Govt agency staff responsible for the supply of referrals (e.g. MSD case managers) • Regular communication with NGO and community providers responsible for the supply of referrals to MMS services, • Production and updating of reports to reflect the current agreement/expectations of referral partners
Agreement Developments, Negotiation and Knowledge Management <ul style="list-style-type: none"> • Support the negotiation of some funding agreements in line with accepted legal practice and organisation policies and processes where requested 	<ul style="list-style-type: none"> • Support subject matter experts when they are leading contract negotiations • Provide access to information to ensure the production of modelling, trend analysis and forecasting of financial and non-financial information, that is based on sound rationale which is as accurate as possible • Provide expert advice to managers who may be engaged in development and use of analytical work as part of their role. • Ensure that data systems are developed, maintained and updated as required to meet planning and funding requirements •
Accountability <ul style="list-style-type: none"> • Maintain effective and positive relationships 	<ul style="list-style-type: none"> • Develop and maintain effective liaison and communication between personnel and other stakeholders as appropriate

- Work collaboratively and cooperatively with the MMS Management.

- Demonstrates an absolute commitment to consistency in the management of information
- Promote innovation, information and idea sharing
- Adheres to all Mission policies, especially policies regarding client rights, use of data, privacy, and confidentiality.

Health and Safety

- Work closely with and support the Kairuruku Hauora Haumarū (Health and Safety Coordinator) role
- Supporting and contributing to health and safety activities directed at preventing harm and promoting health and wellbeing in the workplace
- Ensuring a safe working environment and work practices through risk and hazard identification and management
- Ensuring health and safety is a standard agenda item in all meetings
- Following, implementing and ensuring compliance of all Health and Safety policies, procedures and processes
- Ensuring health and safety reported events are followed up and closed off within required timeframes

Training and development

- Participates in all available and agreed training.

General / other tasks

- Abides by Methodist Mission policies and procedures at all times.
 - Is committed to working for a bicultural organisation.
 - Provides advice to Mission management on any issues of concern.
 - Undertakes other duties from time to time.
 - Communicates with the Kaiwhakahaere (Chief Operations Officer), regularly for the purpose of monitoring workflow and workload.
 - Participates in annual appraisal and work-planning if that meets the Mission policy requirements.
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3. Authorisations

Staffing	No authority
Contractual	No authority
Financial	No authority

4. Relationships

Functional relationships:	Kaiwhakawhanake Pakihi (Chief Development Officer)
	Kaiwhakahaere (Chief Operations Officer)
	Kaihautū (Director)
	Mission funders
	Mission programme delivery partners

5. Person Specification

Skills & Knowledge

Essential

Ability to demonstrate exceptional planning, organisational skills and the ability to manage complex and competing priorities effectively.

Strong skills and experience in computer systems to maximise the use of technology for improved service provision.

Possess highly developed interpersonal skills including relationship and advocacy skills.

Professional maturity to handle sensitive/confidential information and to act with tact, integrity and maturity.

Excellent written English skills, including an ability to write effectively for a diverse range of audiences.

Strong networking and relationship building skills.

Competency in te reo Māori and tikaka with a willingness to upskill this further

Ability to learn and interpret new information quickly.

Ability to understand and apply information from research and academic sources.

Robust ethics and role boundaries.

Excellent time management skills.

Strong word processing, presentation and document formatting skills.

Desirable

Strong skills in database and/or reporting software.

General understanding of the social service and educational sectors.

Multi-year experience in reporting to core Crown agencies

Networking and building relationships with iwi, rūnaka and the wider Māori community

Ability to work effectively in diverse and multicultural environments.

Qualifications

Essential

Desirable

Undergraduate degree in a Commerce subject

Personal Qualities

Essential

Desirable

Passionate about education, social service and/or social justice

Ability to communicate and sell ideas

Flexible and responsive

Ability to relate well to people

Ability to respect privacy and confidentiality

Self-motivated and energetic

Ethical

Ability to work independently

Able to meet deadlines and multiple tasks

Work Experience

Essential

Desirable

Experience in analysis of contract performance

Social services and/or educational roles.

Research experience

Experience with budgeting and forecasting

6. Authorisation of Job Description

A handwritten signature in black ink, appearing to read 'Laura Black', with a small dot at the end.

Laura Black
Kaihautū (Director)

Date: 9 March 2022