



# POSITION DESCRIPTION

<b>Position:</b>	<b>Executive Director - Te Araroa</b>
<b>Reporting to:</b>	<b>Walking Access Commission Chief Executive and Te Araroa Trust Chairperson</b>
<b>Date:</b>	<b>September 2021</b>
<b>Duration:</b>	<b>Permanent</b>

## Background

The New Zealand Walking Access Commission (the commission) is an independent Crown entity established by the Walking Access Act 2008. The commission's role is to enhance and extend public access to New Zealand's outdoors.

Te Araroa is New Zealand's walking trail, traversing 3,000 kilometres of diverse physical and cultural landscape on its pathway from Cape Reinga to Bluff.

Te Araroa Trust (the trust) is the kaitiaki of the trail, responsible for developing, promoting, and managing the trail for the good of New Zealand. It is supported by several regional trusts. Te Araroa has been established by many volunteers over the years and the efforts of stakeholder partners.

The trust's purpose is to sustain, provide, promote and support Te Araroa as an inspiring, iconic trail that spans the length and diversity of Aotearoa / New Zealand. The trail is challenging yet achievable for through-walkers and section hikers alike.

In June 2020 the trust and the commission signed a Memorandum of Understanding for a two-year period, which outlines the key roles and responsibilities for each organisation. The memorandum provides for the employment of the CEO Te Araroa as the Executive Director – Te Araroa

## Position summary

The key objective of the role is to oversee and manage the trust's activities nationally and in respect of regional trusts. This includes promotion, marketing, sustainable funding, future development, management and maintenance of Te Araroa.

Reporting to the Chief Executive, the Executive Director – Te Araroa will develop and guide the

strategy for all communications, website, public relations messages and collateral.

The Executive Director – Te Araroa, as part of the commission’s senior management team, will take part in regular meetings of the commission’s Board, contributing their expertise on relevant matters.

## Main tasks

- Developing and maintaining a Strategic Plan for the periodic approval by the trust Board and the commission
- Prepare an annual operation plan, work programmes and financial budgets for the trust
- Co-ordinating the activities of the trust and regional trusts
- Providing regular management updates to both the commission and the trust suitable for reporting to their respective Boards.
- Managing a capital works programme for the development and improvement of Te Araroa
- Managing the ownership and responsibility for maintaining the \$5 million of trail assets under the trust’s control, including monitoring and recording of trail condition
- Managing fund raising activities and sourcing of a sufficient revenue stream to meet the trust’s operational, developmental and promotional needs
- Promoting Te Araroa and maintaining trail information and publicity through social media and the website with the support of the staff at the commission
- Liaising with identified key stakeholders for the purpose of securing access agreements, funding and trail promotion

## Key result areas

### Strategic and operational Planning

- Provide strategic and operational planning advice to the Chief Executive and the commission and trust boards.
- Provide advice to the Chief Executive and the commission and trust boards on identification and management of risks associated with the implementation of the trust’s strategic plan.

### Implementation

- Successfully manage the implementation of the trust’s annual operational plan.

### Budget

- Develop and maintain budgets and budget processes for both operating and capital that align with and support the trust and the commission strategy and operations.

## **Communications strategy and advice**

- Maintain and update the trust's communications strategy and action plan.
- Provide advice to the Chief Executive, Boards and staff on the trust's communications with the public, media, educational and other key audiences, and for specific projects.
- Develop and implement a web strategy for Te Araroa.

## **Relationship management**

- Develop and maintain effective working relationships with:
  - Key central government agencies,
  - Colleagues within the organisation,
  - Local government, iwi and
  - Recreation groups and agencies.
- Represent the trust and the commission at presentations and meetings with agencies, local government bodies, and stakeholders as appropriate and necessary.

## **Reporting**

- Provide regular management updates suitable for reporting to the respective Boards

## **General**

- Contribute to the commission's strategic and operational business planning
- Contribute to the annual budget planning process
- Develop and prepare reports for the senior management team, Chief Executive and Boards as required.
- Know and comply with health and safety policies and procedures.
- A good understanding of Te Tiriti o Waitangi and a commitment to partnership and engagement with Māori
- Implement and adhere to the Commission's policies and practices in accordance with the Commission's requirements and legal obligations.

## **Key relationships and contacts**

### **Within the commission and the trust**

- Chief Executive
- Chair and board members
- The commission's senior management team

- Commission GIS team
- Commission regional field advisors

## **Outside the organisations**

- Te Araroa stakeholders
- The commission's stakeholders
- Government Ministers
- News media
- Trust board members
- Te Araroa regional trustees

## **Dimensions of the position**

### **Staff**

Number of direct reports: none

### **Financial delegation**

Te Araroa budget lines, as agreed with the Chief Executive and the Chairperson of Te Araroa Trust.

## **Person specification**

### **Preferred**

- A relevant degree or appropriate professional qualification
- At least five years general management experience at an intermediate or senior level with experience in roles requiring extensive consultation, strategic planning, operational and project management .
- Excellent experience and skills in developing and maintaining relationships
- Oral and written communication skills including the use of the internet and social media
- A good understanding of Te Tiriti o Waitangi and a commitment to partnership and engagement with Māori
- The ability to analyse projects and problems and think creatively to develop solutions
- The ability to seek out and engage the skills and support of volunteers
- Resilient and practical
- Open to new ideas
- The ability to read and use financial accounts and budgets

- A knowledge of the development of, maintenance, and operations of trails including a basic knowledge of land law and access rights.
- An established enthusiasm for Te Araroa – New Zealand's Trail