

Job Description

Chief Executive - Kaihautū

Full-time – Permanent

Location – National Office, Wellington

Our organisation

Tira Tūhāhā Prison Chaplaincy Aotearoa (TTPCA) is a registered charity that provides religious and spiritual support services to prisons and correctional facilities under contracts with Ara Poutama Aotearoa the Department of Corrections and Serco (Contracting Agencies).

TTPCA delivers a range of services in accordance with section 79 of the Corrections Act 2004. This includes the employment, placement, and management of over 40 full and part-time professional chaplains; and the coordination of around 500 committed faith-based volunteers in New Zealand's 18 prisons and correctional facilities.

TTPCA is committed to offering every prisoner the hope that can transform lives.

Our Values

Pononga	Servants of God
Tū Rangatira	Professionalism
Haumarū	Keeping Safe
Mahi Tahī	Teamwork
Whakaute	Respect
Aroha	Compassion

Role Purpose

Together with the Board of TTPCA and acting on their behalf, the Chief Executive plays a lead role in the development of organisational strategy, managing TTPCA's operations, and supporting best-practice governance of the organisation. Key aspects of the role include:

- Maintaining strategic oversight of TTPCA's current and anticipated operating environment and performance, providing advice to the Board on issues, opportunities and risks and, as a result, guide the development of TTPCA's strategic direction.
- Providing effective leadership of TTPCA's staff and volunteers and maintaining a safe work environment that supports the spiritual, physical, mental, and emotional health and wellbeing of staff and volunteers.
- Proactively managing relationships with and communications to key TTPCA stakeholders to ensure that the organisation is best placed to advance its strategic direction and deliver the services for which it has been contracted. This includes working in partnership with the New Zealand Catholic Bishops Conference (NZCBC) to achieve the best possible outcomes for prisoners.

Role Purpose

- Managing the operational activities of TTPCA, to ensure that its services are delivered to a high standard, its workforce is capable and committed, its activities are financially sustainable and its reputation with key stakeholders is maintained.
- Ensuring that all regulatory and legal responsibilities of a not-for-profit organisation and an employer are complied with and there is impeccable and consistent fiduciary management.

Reporting

The CE reports to the Board Chair, and through the Chair will be accountable to the Trust Board.

Reporting line	Board Chair
Key internal relationships	TTPCA management team Senior Catholic Chaplain National office staff Prison chaplaincy chaplains and volunteers
Direct reports	Ministry Development Manager Office and Finance Manager Senior HR Advisor 4 x Regional Managers
External relationships	Contracting agencies' staff (SERCO, and Ara Poutama Aotearoa: the Department of Corrections national office and site staff) New Zealand Catholic Bishops Conference, NZ Churches, Community-based faith organisations involved in prison work and local iwi. Minister of Corrections, Members of Parliament, the Media, other funders
Financial responsibility	TTPCA budget setting and implementation
Travel	Some national travel will be required

Duties and responsibilities

Governance Relationships

- Ensure that a positive and professional working relationship with the Trust Board is formed and maintained.
- Work with the Trust Board to help ensure that it is appropriately constituted and skilled to govern effectively.
- Present the Trust Board with timely, clear and appropriate advice and information to ensure it meets its fiduciary responsibilities, complies with the Trust Deed and its legal obligations, and undertakes high quality decision-making.

Duties and responsibilities

- Review and ensure timely and accurate reporting on issues that could create emerging risks and issues for TTPCA.
- Have in place a mechanism for informal reporting to the Board Chair.
- Ensure appropriate and timely implementation of Trust Board decisions.

Strategic Leadership

- Provide well researched and high-quality advice to the Board on future strategic direction to guide decisions in the development of TTPCA's 3-year strategic plan.
- Keep the Board fully informed on emerging strategic and risk issues so as to be able to take appropriate action to manage these.
- Lead the organisation to formulate and implement business plans and operating models which give effect to TTPCA's strategic plan.
- Report regularly and communicate formally to the Trust Board on progress towards strategic objectives.

External Networks and Relationships

- Build and maintain strong and positive relationships with key stakeholders, particularly Corrections and Serco.
- Build and maintain strong and positive relationships with the NZCBC to fulfil the support and management requirements of the current agreements between TTPCA and the NZCBC.
- Develop and maintain external engagement and communication methodologies to ensure key stakeholders are informed on and understand TTPCA's strategic direction, priorities, activities and plans.
- Build and maintain strong and positive relationships with the denominational churches that make up TTPCA and other churches and faiths.
- Represent and negotiate on behalf of TTPCA at national levels with key stakeholders, media interests and funders.
- In conjunction with the Board Chair, develop and maintain a positive media profile for TTPCA.

Operational Management

Lead the operational activity of TTPCA by:

- Ensuring organisational business support systems, policies and procedures support the strategic direction and contribute positively and effectively to the achievement of its goals.
- Ensuring reporting systems provide timely and accurate information to enable TTPCA to continue to meet its legal requirements and its contractual obligations to the Department of Corrections and Serco.
- Ensuring appropriate and effective contract negotiations, variations and implementation of contracts take place with all relevant contracted partners.

Duties and responsibilities

- Developing and implementing a planning and reporting process which meets statutory and contractual timing and quality requirements.
- Developing and maintaining sound financial practices with approved budgets and financial targets being met.
- Ensuring TTPCA has a robust mechanism for attracting, supporting and managing volunteers.
- Promoting a strong health and safety culture and ensure health and safety obligations are met in accordance with legislation, its contractual obligations, and best practice.

Organisational Culture, Team Management and Leadership

- Lead the organisation to understand, honour and implement its commitment to Te Tiriti of Waitangi.
- Lead the development of TTPCA's culture, cultural competence, theology and values, and maintain organisational standards
- Create a culture of continuous improvement.
- Ensure that the recruitment and employment of staff is managed in line with legal obligations and HR best practice.
- Ensure a high performing and empowered team through the effective management, communication and mentoring of direct reports.
- Promote, and ensure appropriate structures are in place for, staff development, supervision and education at a team, regional and national level.

Competencies

Strategic Capability

The ability to observe and analyse key developments impacting on TTPCA's mission and operations, to assess the implications for TTPCA and develop advice for the Board on possible strategic responses. This also involves being familiar with strategic planning processes so as to be able to guide the Board through the three yearly strategic plan development.

Managing Vision and Purpose

Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision shareable by everyone; can inspire and motivate entire units or organisations.

Financial Capability

The ability to develop organisational budgets and understand financial reporting. The ability to present financial reports and budgets to others.

Conflict Management

Recognising and identifying risks where conflict or ethics may arise and understand how to address this appropriately. This includes staff working with prisoners, each other or when dealing with external stakeholders.

Problem Solving

Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Commitment to the Treaty of Waitangi

Understanding of the position of Māori as Tangata Whenua and their individual and collective aspirations. Commitment to the Treaty of Waitangi and understanding of the implications of the Treaty for all aspects of the operation of TTPCA.

Interpersonal Skills and Political Savvy

Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

Can manoeuvre through complex political situations effectively and quietly; is sensitive to how people and organisations function; anticipates where the land mines are and plans his/her approach; accordingly, views corporate politics as a necessary part of organisational life and works to adjust to that reality; is a maze-bright person.

Communication (Oral and Written)

The ability to express thoughts and ideas clearly and effectively, to a range of different audiences, in a variety of formal and informal situations. It includes the ability to relate to people from diverse backgrounds including people from different cultural backgrounds in a way that recognises and respects their background or culture.

Is able to write clearly and succinctly in a variety of communication settings and styles including the development of plans, reviews, and reports. Can get messages across that have the desired effect.

Knowledge of and respect for Kawa and Te Reo, and the ability to conduct him/herself appropriately in a Māori cultural setting.

Action Oriented

Enjoys working hard; is action-oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.

Intellectual Horsepower

Is bright and intelligent; deals with concepts and complexity comfortably; described as intellectually sharp, capable, and agile.

Perspective

Looks toward the broadest possible view of any risk/issue/challenge; can easily pose future scenarios; can think globally; can discuss multiple aspects and impacts of issues and project them into the future.

Functional/Technical Skills

Has the functional and technical knowledge and skills to do the job at a high level of accomplishment, including process design and evaluation.

Required experience, skills and attributes

Qualifications and experience

- Proven experience at senior management level, including strategic planning, financial management and human resources management.
- Experience of working with Boards.
- An active Christian belonging to a recognised Christian Church and has the continuing support and endorsement of that church.
- Strong people leadership skills with the ability to maintain a highly engaged and capable workforce.
- Strong experience in contract negotiations, management and reporting.
- Experience of negotiating and influencing at a strategic level, and building relationships and partnerships.
- Ability to operate at the sector level to influence key stakeholders.
- Experience in representing an organisation publicly to the media.
- Experience in presenting to a wide range of audiences.
- Experience or knowledge of volunteer management practices.
- Tertiary level qualification in a relevant discipline or proven equivalent experience.

Essential Skills

- Networking, interpersonal and collaboration skills.
- Excellent conceptual and strategic thinking skills.
- Outstanding oral and written communication skills.
- Knowledge of Te Reo Māori and tikanga.
- Strong analysis and problem-solving skills.
- Strong attention to detail.
- Strong computer skills with proficiency in Microsoft Office 365, Outlook, SharePoint, databases, electronic filing systems, and communication tools.

Desirable Skills

- Understanding of the culture, politics, structures and policy landscape in New Zealand prisons.

Attributes

- Respect for the imperative of strict confidentiality, the privacy of individuals and the maintenance of TTPCA's and prisons' systems and information.
- Able to demonstrate a personal spirituality and practice whose values align with TTPCA's ministry.
- Sound understanding of the Church and other faith-based communities.
- Understanding the culture and challenges of the not-for-profit and volunteer sectors.
- Commitment to the principles of Te Tiriti o Waitangi.
- Can comfortably deal with finding solutions in light of imperfect information, complex issues or ambiguity.
- Has a flexible approach and is capable of managing a variety of conflicting issues and demands in a calm manner.
- Has a professional image with good presentation skills.

I _____ have read and understood the above Job Description and accept all the responsibilities and agree to perform my job as per this job description.

Signed: _____

Dated _____