



Position Description: Mayors’ Taskforce for Jobs Manager

Our Vision

Vision: *All Tairāwhiti Whanau Are Flourishing*

Purpose: *Too many families in Tairāwhiti are living in crisis, and passing that crisis on to their children and mokopuna. Manaaki Tairāwhiti will therefore realise demonstrable improvement to social sector effectiveness in Tairāwhiti so that all whanau lead safe and well lives in their communities.*

Position	Mayors’ Taskforce for Jobs Manager
Location	Gisborne
Reports To	Strategic Adviser
Type of Position	Full time – 36 hours per week Fixed Term 1 year

VALUES DRIVEN - OUTCOME FOCUSED

- **Whānau Ora** – we remove barriers to whānau having their needs met and work with them to co-design the support they need. Their needs come first. Their strengths lead the way.
- **Transformative** – Transforming lives through transforming support and services. Championing problem solving, innovation and ingenuity.
- **Committed, Connected and Aspirational**– Manaaki Tairāwhiti members are accountable and committed to the same vision, providing joined up service, sharing learning and information and making a real difference. We aspire to be agile, nimble and successful.
- **Pono me Tika** - Honest and trust-based relationships underpin our work with whanau and between ourselves

Outcomes

50 Young People are placed in sustainable employment (30 hours or more)

Contract terms are met

Organisational values are role modelled and incorporated into daily work practices

POSITION OBJECTIVE:

The **Mayors’ Taskforce For Jobs Manager** will plan, facilitate and support activities which lead to the employment of 50 young people from Tairāwhiti into sustainable employment. This includes identify the young people in need of support to find employment, working with partner organisations to support and train the young people to become employment ready and identifying

and supporting suitable employers. The task is to build on what's already working in the region, add value and ensure that the young person's needs are at the centre of all of the activities.

The role is based within Manaaki Tairāwhiti and is a subcontract from Gisborne District Council. The Mayor will chair the programme's oversight Steering Group.

KEY RELATIONSHIPS:

INTERNAL	EXTERNAL
Manaaki Tairāwhiti staff, contractors and Board members	Contracted support providers (pastoral care, trainers etc)
Trust Tairāwhiti staff involved in employment and business growth initiatives	Young people (Not in Employment Education or Training – NEETS)
Gisborne District Council Mayor and support staff	Whānau, Hapū and Iwi
NEETS Support Steering Group	Ministry of Education staff and schools
	Ministry of Social Development
	Local Government NZ (the funder)

KEY ACCOUNTABILITIES:

The Mayors' Taskforce for Jobs Manager will report to a NEETS Support Steering Group and the Mayor on progress on supporting young people in to employment. The Manager will work closely with staff at MoE, MSD and Manaaki Tairāwhiti Navigators and others to identify suitable candidates for this support, organisations which can provide pastoral care and training opportunities for the NEETS and ensure that the NEETS are successfully managed to the point of a sustained employment relationship. The Manager will work with Trust Tairāwhiti staff to match work ready candidates for employment with suitable employers.

KEY ACHIEVEMENT AREAS

- Plan, facilitate and manage a project plan for the year long programme of work
- Develop criteria for suitable NEETS to participate in this programme
- Maintain an up to date overview and detailed data on potential NEETS, their needs (Name the NEETS) and potential training providers and Employers
- Build and maintain strong and healthy relationships with providers of pastoral care, preemployment training, employment training and any other means of meeting the needs of the young people in the programme.
- Manage contracts with support providers
- Liaise with Trust Tairāwhiti on wage subsidies for employers
- Attend and network at relevant community forums, support groups and provider networks
- Liaise with key stakeholders
- Provide contract reports
- Develop and manage the project plans (create clear and attainable project objectives, build the project requirements, and manage the constraints of scope, quality, cost and time)
- Manage the programme's stakeholders, risk and conflicts
- Manage the programme's schedules and budgets

All of the information provided in this document is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all

responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned.

PERSON SPECIFICATIONS:

Qualifications/Knowledge

- Knowledge of the school and vocation education systems and community provider networks
- Proven project and budget management skills
- Strong networks across Tairāwhiti including with schools, iwi, hapū and whānau

Experience/Skills

- Strong leadership and people management skills
- Great relationship builder
- Excellent written and oral communication skills
- Experience in stakeholder, operations and project management
- Skilled in use of IT to record, access, analyse and report information
- Experience in managing and mitigating reporting skills
- Experience in vocational education delivery
- Ability to engage with iwi, hapū and whānau

OPERATIONAL COMPETENCIES

- You have knowledge and empathy for the needs of young people
- You understand the complexities of cost, time and quality, and can manage this to achieve client satisfaction.
- You understand and apply the tools, knowledge and techniques for managing projects effectively
- Organisational and planning skills
- Communication, people and networking skills
- Research, information gathering and monitoring skills
- Problem analysis and solving skills
- Sound judgement and decision making ability

ORGANISATIONAL COMPETENCIES:

- Demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's purpose
- Perform all key accountabilities outlined above in accordance with the strategic direction, mission, policies and procedures of the organisation
- Actively participate in performance management strategies that align with the goals and strategic direction of the organisation
- Commit to ensure that all practicable steps are taken to guarantee the health and safety of themselves and others in the workplace
- Ownership of opportunities and issues, finding solutions and initiative to make things happen
- Being flexible, innovative and open to continuous learning in a changing environment