



# CORPORATE BUSINESS MANAGER

**Location:** Sport Whanganui Office

**Reports to:** CEO

**Hours of work:** Full time, permanent

## Key Internal Relationships

- C.E.O
- Office Manager
- Active Communities Team
- Corporate Business Manager
- Active Wellbeing Team
- Hal Team

## Key External Relationships

- Sport New Zealand
- Funders
- Business Community
- Active Recreation providers
- District and Regional Councils
- National and Regional stakeholders, sponsors and partners

## About Sport Whanganui

Sport Whanganui is a Charitable Trust governed by a board of trustees and managed by a Chief Executive Officer. As one of 14 regional Sports Trusts (RST) nationally servicing our geographical area of Rangitikei, Ruapehu and Whanganui. Sport Whanganui are funded through various regional contracts (such as Sport NZ, Te Whatu Ora) as well as securing sponsorship and funding applications.

## Sport Whanganui's Vision

Active, healthy, and connected communities.

## Sport Whanganui's Purpose

To activate, connect and strengthen our communities to support and enhance their health and wellbeing.

## Sport Whanganui's Strategic Outcomes

**Activate the Future / Whakahohe** – NEW REACH, NEW MODES, NEW PLACES. Support our communities to try new things, in new ways, by creating new opportunities and partnerships across our region.

**Strengthen the Core / Whakapakari** – ACTIVE FOR LIFE, SUPPORTING OUR FOUNDATION. Empower our community to think differently and create a strong future that supports people to be active, healthy, and connected.

**Connect our Community / Hononga** – STRONG RELATIONSHIPS AND PARTNERSHIPS, DIVERSITY AND REPRESENTATION. As our diverse communities continue to change, we will build meaningful relationships and partner with people and organisations to extend our reach and impact.

## Purpose of Role

The Corporate Business Manager key purpose is to seek and develop both internal and external growth opportunities. On top of managing the day-to-day business functions of the organisation, you are the leader of the business unit with the autonomy to make the role 'your own'. The goal is continuous improvement, growth and sustainability.

## Accountabilities and Responsibilities

In partnership with the Sport Whanganui Management Team, the Corporate Business Manager will work across strategic, operational, intelligence and reporting. Priority projects / responsibilities will be allocated by the CEO, as well as the annual seeking of business development opportunities.

### Administration

- Responsible for developing funding applications and accountability reports.
- Maintain funding grants register and key dates.
- Tu Manawa management and reporting
- Business planning in conjunction with the CEO
- Privacy Officer

### Financial

- Preparation of budgets for The Entities
- Develop and monitor cash flow forecasts.
- Review Xero system/coding and oversee data input.
- Complete 2 monthly GST returns for SW and CRST
- Approve creditor invoices.
- Monitor expenditure.
- Charities office annual returns
- Audit document preparation.

### Board functions

- Prepare financial reports.
- Prepare board papers.
- Take minutes & distribute.
- Arrange subcommittee meetings and minute.
- Prepare and manage board annual workplan.

### Human Resources

- Manage recruitment and advertising.

- Complete safety checks and police vetting for all staff.
- Process fortnightly payrolls for SW and WBGGC
- Induction of new employees

## External administrative contracts

- Provide Admin services.
- Financial management of creditors and debtors
- Schedule and facilitate meetings.

## Policies and Procedures

- Policy and procedures design and review

## Health and Safety

- PCBU Health and safety Coordinator
- Coordination of H&S steering group
- Coordination of H&S committee
- Responsible for all the Health and Safety policies, procedures and practices for The Entities

## Day to Day operations

- Oversee and support IT systems requirements and usage.
- Security management
- Phone system maintenance and updates.
- Building maintenance
- Oversee tenants.

## Team Leadership and Contribution

- Management of certain staff.
- Role model Sport Whanganui values and standards.
- Ensure your on-going professional development in agreement with your Line Manager.
- Demonstrate an understanding of and actively contribute to Sport Whanganui's vision, strategic plan, and values.
- Contribute to our culture that is focused on learning and is characterised by respect, inclusion, cultural competency, and collaboration.
- Proactively contributing to special projects when required.
- Actively contribute to the team by looking out for others, supporting, and empowering them.
- Actively support and role model a one team organisational approach.
- Mitigate and openly communicate any possible risks or incidents that have the potential to bring a Regional Sports Trust, Sport New Zealand and/or invested partners into disrepute.

## Te tiriti or Waitangi

- A commitment to personal development of Māori Tikanga, Te Reo, and knowledge of Te Ao Māori.
- Show leadership of commitment and strong understanding of Te Tiriti o Waitangi and the principals of partnership, participation, and protection.
- Establish and maintain effective professional relationships focused on the wellbeing of our staff and ultimately the community by demonstrating commitment to ongoing professional learning and development of personal practice relating to Te Tiriti o Waitangi.
- Continue to develop understanding of Te Tiriti o Waitangi, knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of Te Reo Māori.
- Demonstrate a commitment to bicultural partnership in Aotearoa, working effectively within the bicultural context.
- Actively participate in the partnership with Mana Whenua and Māori.
- Ensure the Treaty of Waitangi and its principles of Partnership, Protection and Participation are acknowledged and reflected in the implementation of the initiative.

## Environmental Sustainability

- Support existing practices and contribute to the develop of new business policies and procedures for Sport Whanganui that further develop the organisations commitment to environmental sustainability.

## Person Specification

Be one of those people with the unique ability to connect, relate and respect others. Be strong in developing relationships and are a leader in establishing productive networks across sector groups. Instinctively think strategically and apply that thinking in practical ways. Be well practiced at spinning multiple plates at a time, i.e., you manage and deliver multiple projects with ease. Bring knowledge and experience of supporting communities to reach their aspirations. Know how to get it done!

Ideally applicants will have a tertiary qualification in a relevant field, and / or vast experience and a strong track record in business management. Knowledge and experience of Xero accounting software is preferred.

## Key Competencies

### Essential

- Proven practical experience of all financial aspects of running a Not-for-Profit organisation
- Stakeholder management skills
- Strong financial acumen
- Strong presentation skills
- Experience in contract management & applications.
- Ideally the applicant can hit the ground running with experience and efficiency in Xero, SharePoint and all Office administrative duties.
- Experience in Work safe practices.
- Payroll experience
- Excellent written communication skills.
- Able to multitask and be self-motivated.
- Experience and a sound knowledge of IRD filing.
- Current driver's license.
- A team player.
- Te Ao Māori and diversity with the ability to demonstrate commitment to Te Ao Māori cultural competence & cultural capability development.

### Desirable

- Knowledge of the Sport, Active Recreation, Play and Health communities at a local and national level.
- Knowledge of our Whanganui community including iwi & hapu.
- A relevant tertiary qualification.
- Knowledge and experience with funding application processes.

- Minute taking and meeting schedules.
- Be able to work flexible hours.
- Ability to work unsupervised.
- Event or project management experience

## Personal Qualities and Expertise

The Sport Whanganui workforce is innovative and creative, and must exhibit the following mindsets and qualities:

- **People Focused** – Empathetic and supportive, act with integrity in all that you do. A personal commitment to social change and collaborative in positive and meaningful ways.
- **Action - orientated** – Curious, proactive and takes initiative, seizes opportunities, and acts upon them, resourceful and learns by doing, takes responsibility for own actions.
- **Adaptive** – Flexible and agile, open to new ideas, accepts changed priorities, has an experimental mindset, and recognizes the merits of different options and acts accordingly.
- **Open and Courageous** – Seek diverse perspectives and value difference, possess a growth mindset and courageous in actions.
- **Reflective and Strategic** – Can see the bigger picture; is reflective and can adapt to suit community needs. Is comfortable working within diverse communities.
- **Cultural Responsiveness** – Aware of the important place of indigenous leadership, strengthening relationships with mana whenua, and working in a bi-cultural context. Understands and knows when to seek support.

## Qualifications / Experience

- Proven practical experience of all financial aspects of running a Not-for-Profit organization. (creditors, debtors, payments)
- Stakeholder management skills
- Strong financial acumen
- Strong presentation skills
- Experience in contract management & applications.
- Ideally the applicant can hit the ground running with experience and efficiency in Xero, SharePoint and all Office administrative duties.
- Experience in Work safe practices.
- Payroll experience
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- Knowledge and experience with funding application processes.
- Minute taking and meeting schedules.

- Be able to work flexible hours.
- Ability to work unsupervised.
- Event or project management experience
- An understanding of Te Tiriti o Waitangi would be preferred.

### **Commitment**

- That it is a 40 hour a week position working from the main office.
- An appreciation that your wellbeing and family is a priority to support our balance of workplace ethos and professionalism
- To be part of an amazing team who support each other who work together to create an environment which is productive and fun

### **What you will gain**

This role offers a real opportunity to be a leader for Sport Whanganui to ensure our business capability is amplified, our sector is connected & thriving. You'll be a part of key strategic discussions with other Sport Whanganui staff, developing & delivering initiatives that progress favourable outcomes for our community. You will build strong relationships with stakeholders from within and outside Sport Whanganui, leading & facilitating a wide range of diverse projects as well as ensuring sustainable foundations for Sport Whanganui.

Sport Whanganui is committed to supporting the professional development of our people. Where training is required to support the successful performance of the role, it will be provided because, as you learn & grow, so do we.

### **Variations**

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.