

CREATIVE WAIKATO – Position Description

Role:	CHIEF EXECUTIVE
Reports to:	Creative Waikato Trust
Direct reports:	Creative Waikato Staff
Relationships:	Creative Waikato Trustees; Philanthropic Funders; Local Authorities; Arts Sector; Iwi; Creative New Zealand; Regional Businesses/Corporates; Community Organisations; General Public

POSITION OBJECTIVE

The Chief Executive will be responsible for ensuring that the primary objectives of Creative Waikato are met. These objectives include, promoting and increasing public participation in the Arts; advocating for Arts in the region for the benefits of communities; increasing the profile of Arts and ensuring that the region is recognised and celebrated for its Arts; and increasing funding resources available for the Arts in the region.

Through their networks and knowledge of Arts and the community, the Chief Executive will be required to realise the strengths of the region; build on existing grassroots talents, support attract and retain participation from professionals across all disciplines and create a world class organisation that will be heralded for its ability to enrich its communities lives through the Arts.

COMPETENCIES REQUIRED

The following competencies are required for this position:

Relationship Management	<ul style="list-style-type: none"> • A positive high profile of arts in the region is achieved through strategic relationships, knowledge of the arts sector and relationships with funders, Creative New Zealand and community. • Present a strong and positive image of Creative Waikato within the community and with key internal and external stakeholders. • Communication with media is managed in a way that maintains good public relations for the services delivered and promotes Creative Waikato and the arts to enhance the profile of the arts. Media is coordinated in consultation with the Creative Waikato Trust. • Participate in national creative arts bodies and industry forums as appropriate • Continuously strengthen working relationships with others in the arts sector within the Waikato region and beyond. • Excellent communication and relationships with key stakeholders, sponsors and fundraising groups are maintained to ensure expected outcomes are achieved. • The Treaty of Waitangi and bi-cultural practices are inherent and a priority for Creative Waikato. • Iwi is identified as a key partner.
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	<ul style="list-style-type: none"> • Diversity is acknowledged and supported through engagement with multi-cultural communities
Sector Leadership	<ul style="list-style-type: none"> • Take every opportunity to enhance the Creative Waikato profile in the region and beyond, and to be the “face” of Creative Waikato. • Strive, and advocate, for excellence in the delivery of arts in the Waikato Region. • Demonstrate leadership in the regional arts environment • Research and adapt best practice globally in order to benefit our local artistic communities. • Continue efforts to develop the Creative Waikato brand. Encourage broader regional uptake with the programmes we co-ordinate. Work with the arts community to facilitate broader audience engagement.
Leadership & Management	<ul style="list-style-type: none"> • Ensure workforce plan maximises human resource and recruitment strategies are consistent with the business plan. • Maximise the skills and experience of staff to deliver an innovative and effective arts environment. • Optimise the efficiency and economy of Creative Waikato to ensure assets are protected, and expenditure is prudently managed to meet the business plan objectives. • Environmental and legislation/regulation changes that may impact on the strategic direction of Creative Waikato, both locally and nationally, are considered when establishing the operating context of Creative Waikato. • Support the Board in establishing clear strategic objectives and goals for Creative Waikato, and then to lead and inspire staff, Board, volunteers and stakeholders to achieve. • High performing staff are recruited, inducted, retained and developed through effective recruitment strategies, strong leadership, ongoing support, coaching and regular feedback. • Foster positive interaction between all members of the team and where necessary support the rapid and effective resolution of conflict. • Foster an environment where people are valued and that all human resource practices are consistent with that. Staff are aware and embrace the culture of the organisation. (See appendix for details of this) • Ensure that annual workforce plans, to reflect the service requirements based on contracts to achieve funding objectives, are created and reviewed in line with the Trusts strategic direction. Ensure that staff are clear on these objectives and service requirements.
Organisational Performance	<ul style="list-style-type: none"> • Support Creative Waikato trustees in establishing clear strategic objectives and goals. • Co-ordinate staff to deliver on these objectives and goals. Establish a framework for monitoring and evaluating the achievement of these objectives in communication with trustees. • Oversee agreed strategies for contract negotiations with funding providers and prepare contract projections and information for the adoption by the Board. • Cost effective operational budgets are developed and managed for Creative Waikato and within the financial parameters of the Trust. This

	<p>includes the preparation and presentation of an annual budget, including Capex for Board approval and reporting to the Trust monthly as to the delivery and financial status of key projects and operational costs associated with the Trust.</p> <ul style="list-style-type: none"> • Funding plans and applications are managed, and are in accordance with the Trusts strategic direction. • Develop an organisational culture to meet the challenges of the contemporary arts sector and the needs of key stakeholders. • Information and advice is provided to the Board on operational issues for the organisation, including financial and risk management, health and safety, legal and employment issues, marketing and public relations. • Optimise the efficiency and economy of Creative Waikato to ensure assets are protected and expenditure is prudently managed to meet the business plan objectives and strategic direction of the Trust. • Projects and services specified in the strategic plan are delivered on time and on budget, and support the strategic direction of Creative Waikato.
Initiative & Enterprise	<ul style="list-style-type: none"> • Facilitate an agile organisation in order to embrace unexpected opportunities. Make broader connections in order to maximise these opportunities for the organisation and the broader arts community. • Build upon relationships with Creative New Zealand, funders, local authorities and other key stakeholders to deliver benefit to the art sectors.

PERSON SPECIFICATION: QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Qualifications – Essential	<ul style="list-style-type: none"> • A tertiary qualification in relevant area of expertise
Qualifications – Desirable	<ul style="list-style-type: none"> • Leadership and/or Management qualification and/or training • Art qualification and/or training • A Business qualification
Knowledge, Skills & Experience - Essential	<ul style="list-style-type: none"> • Experience in developing and managing budgets • Treaty of Waitangi and applicability to bi-cultural practice
Knowledge, Skills & Experience - Desirable	<ul style="list-style-type: none"> • Experience in the Arts industry or equivalent/related sector • Experience in management of a not-for-profit organisation • Significant special project management • Grant and significant sponsorship application and management • A significant degree of familiarity with in Maori cultural principles • Effective change management • Decisive in pressure situations and in times of change • Clear strategic thinker with the ability to formulate and implement action plans that effectively • deliver on strategic objectives

	<ul style="list-style-type: none">• Confident presenter that promotes a positive image of Creative Waikato to external stakeholders• and the public• Knowledge or experience in the Arts
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OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.