



**Connected
Courageous
Compassionate**

Position Title:	General Manager NZ People & Culture Director AU-NZ
Department:	Corporate Services
Reports To:	ADRA AU/NZ CEO
Team Supervision:	ADRA NZ based staff ADRA AU/NZ People & Culture Unit

Full / Part Time:	Full Time
Revised Date:	October 2020

Purpose of Position: *An overarching statement that describes the intent of the position.*

To provide oversight and direction of the operations in New Zealand, drive the People & Culture efforts in Australia and New Zealand, and work closely with the CEO for organisational leadership.

ADRA Australia (AU)/New Zealand (NZ) Code of Conduct: *Our Code of Conduct - How we do things in our organisation that underpins our values.*

ADRA AU/NZ Code of Conduct

Key Competencies: *The competencies, qualifications, skills and experience the person needs to do the role successfully.*

5 years' plus experience in senior leadership roles, with strategic ability, people & culture expertise, organisational management, risk and strong stakeholder engagement skills, and international development and humanitarian experience.

ADRA Competencies: 1.1 Deciding & Initiating Action; 1.2 Leading & Supervising; 3.1 Relating & Networking; 5.3 Formulating Strategies & Concepts

Key Responsibilities: *The things that the person needs to be responsible for to successfully fulfil the obligations of this position.*

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPIs How job performance will be measured
PEOPLE & CULTURE (40%)	<ul style="list-style-type: none"> Lead the development and monitoring of the ADRA AU/NZ People & Culture strategy. Facilitate a safe and positive organisational culture where staff can enjoy their work and contribute to ADRA. Establish learning opportunities for all staff interested in growing their Leadership skills. Develop professional development opportunities for staff. 	<ul style="list-style-type: none"> A current People & Culture strategy is developed and approved by the Board. People & Culture progress against strategy, including progress measures, is reviewed during quarterly Strategic Execution Review sessions. Implemented mechanisms to improve staff engagement, satisfaction, and growth (including Office vibe monthly employee engagement survey, GROW conversations, and annual performance appraisals). Leadership learning hubs meet monthly to discuss topics of interest and reflect on leadership journey. A professional development program is implemented giving individual staff members opportunities to keep growing.
ORGANISATIONAL MANAGEMENT (20%)	<ul style="list-style-type: none"> Ensure program, marketing, and finance staff based in NZ implement and report their quarterly targets in achieving the strategic plan objectives. Establish, maintain and facilitate effective governance, and management processes for ADCOM, Programs, Finance, Marketing and People & Culture sub-committees. Manage risk, Work Health & Safety (WHS), and compliance within NZ operations and ensure regular review. 	<ul style="list-style-type: none"> Direct reports have clear annual objectives and plans (with specific quarterly progress measures of success) that contribute to the ADRA strategy. Integral member of ADCOM, Programs, Finance, Marketing, and People & Culture sub-committees contributing with items and representing the NZ operations. Risk Register is at least semi-annually reviewed and WHS plans monitored.

CHURCH & DONOR RELATIONS AND ENGAGEMENT (20%)	<ul style="list-style-type: none"> • Serve as ADRA ministry leader at NZPUC, NNZC and SNZC and consistently visit local SDA churches. • Engage with the CTP program, ADRA Leaders and Champions in support of the Program Manager. • Grow relationships with major and regular donors and bequest prospects for revenue growth. 	<ul style="list-style-type: none"> • A current ADRA strategy for church engagement in NZ is developed and reported on every year at NZPUC year-end meetings. • Attend periodic NZPUC, NNZC, and SNZC ministry meetings. • Visit local churches in support of the CTP program and to develop relationships with local church leaders. • Number of major donors, regular donors and bequest prospects increased.
EXTERNAL STAKEHOLDER RELATIONSHIPS (20%)	<ul style="list-style-type: none"> • Maintain effective relationships with external stakeholders such as ADRA International, Ministry of Foreign Affairs and Trade (MFAT), Ministry of Social Development (MSD), Council for International Development (CID), CEO's groups, consultants, and service providers. 	<ul style="list-style-type: none"> • Licensing and/or accreditation is maintained with ADRA International, MFAT and CID. • Network of government stakeholders, CID, NGOs, consultants and service providers is expanded.

Employee Signature:
Print Employee Name:

Supervisor(s) Signature(s):
Print Supervisor Name:

Date: / /
