

# INFORMATION PACK

## ADRA New Zealand/Australia

### General Manager NZ/People & Culture Director AU-NZ

**Commitment:** Full-time

**Location:** Royal Oak, Auckland

**Applications Close:** 06 November 2020



#### About the Role

ADRA New Zealand/Australia is seeking applications from qualified and experienced professionals for a combined role of General Manager for the New Zealand Operations and People & Culture Director for Australia and New Zealand.

This is an opportunity to lead and contribute to the Alliance of ADRA New Zealand/Australia's strategic planning, people & culture, organisational management, and church and donor relations engagement. This role is an integral part of the senior leadership team of the Alliance between ADRA New Zealand and ADRA Australia that is currently being formed as well as part of the New Zealand Pacific Union Conference (NZPUC) ministry team.

The General Manager/People & Culture Director works with a variety of stakeholders including Union and Conference leaders, ADRA unit directors, ADRA staff and volunteers, the ADRA global network, other NGOs, the Ministry of Foreign Affairs and Trade (MFAT) and the Council for International Development (CID) representatives.

The successful applicant will be a servant-leader who loves to make a difference and is committed to meeting the challenges of this diverse role with enthusiasm, collaboration, and teamwork.

A copy of the Job Description for the role is attached to this document.

#### About ADRA NZ/AU Alliance

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church.

The ADRA NZ/AU Alliance in the process of being formed works as part of the global ADRA network which reaches into more than 118 countries.

Motivated by our faith, we enable people and communities in New Zealand, Australia, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

**Our Purpose:** To serve humanity so all may live as God intended.

**Our Values:** We conduct our work by being:

*Connected* - working collaboratively for the best outcome for those living in poverty or distress.

*Courageous* - persevering through challenging situations.

*Compassionate* – empathising with the communities we work with and also with each other.

#### About the Team

The GM (NZ)/People & Culture Director (AU-NZ) is appointed by the New Zealand Pacific Union Conference of the Seventh-day Adventist Church (NZPUC) and reports to the CEO of the ADRA AU/NZ Alliance. The GM/People & Culture leads a team of professionals in New Zealand and drives the People & Culture responsibilities for the ADRA AU/NZ Alliance.

## **Selection Criteria**

### **Essential**

1. A practicing baptised member of the Seventh-day Adventist Church in regular standing.
2. A personal commitment to the Seventh-day Adventist Church and ADRA's purpose, values and Christian beliefs.
3. Relevant Masters and tertiary qualifications in international development, human resources, finance, business administration or related disciplines.
4. At least 5-7 years' experience in a similar role with proven leadership and people & culture expertise and demonstrated ability in fostering a positive team culture.
5. Demonstrated strategic planning, staff development, and organisational management expertise.
6. Demonstrated church, donor, and government relationship building skills.
5. A passion for social justice and community service with a coherent understanding of the causes and mechanisms which create injustice and poverty.
6. The ability to work and effectively communicate with a diverse team of professionals across the organisation including international development, national program, emergency management, marketing, and finance experts as well as Union and Conference ministry leaders.
- 7.. A desire to promote ADRA's ministry personally and corporately to the Seventh-day Adventist Church constituency and leadership.
8. Experience working in cross-cultural settings.
9. Ability to travel within New Zealand, Australia and overseas.

### **Desirable**

1. An ability to advocate and have input into NGO representative bodies and government decision making.
2. Demonstrated marketing and fund-raising experience.
3. Prior national or international development program experience in ADRA or another NGO.
4. Understanding of NGO's and the global environment within which they operate.

### **Key Competencies**

- **Deciding and Initiating Action** – Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear, appropriate decisions which may include tough choices or considered risks.
- **Leading and Supervising** – Provides others with clear directions; motivates and empowers others; recruits staff of high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour, gives regular feedback.
- **Formulating Strategies & Concepts** – Works strategically to release organisational goals; sets and develops strategies; identifies and develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and relate to, the organisation.
- **Relating & Networking** – Establishes good relationships with colleagues; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; uses humour appropriately to enhance relationships with others.

### **Other Requirements**

- At the time of application, the successful applicant will already have the legal right to live and work in New Zealand.
- Commitment to abide by the ADRA NZ/AU Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- The Alliance of ADRA NZ/AU takes the prevention of sexual misconduct, harassment, and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check.
- Applicants will be requested to disclose whether they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in New Zealand, Australia or overseas.

### **For Information on How to Apply**

Candidates wanting to apply for this position should address the selection criteria in their application letter providing examples of past experiences and qualifications. Forward your Cover Letter, Resume and the names of three work related referees and your local pastor's contact details to Denison Grellmann by 06 November 2020 via email: [denisongrellmann@adra.org.nz](mailto:denisongrellmann@adra.org.nz) For more information, call +64 9 625 0881.

***The appointing body reserves the right to fill this position at its discretion and to close applications early.***