

POSITION DESCRIPTION

Senior Manager Arts Development Services | Pou Whakahaere Matua, Ratonga Whakawhanake Mahi Toi

Mahia te mahi hei painga mō te iwi (Do the work for the benefit of the people) - Te Puea Hērangi
He Toi Whakairo, He Mana Tangata (Where there is artistic expression, there is human dignity)

Team:	Senior Leadership Team
Reports to:	Chief Executive Tumu Whakarae
Number of Direct Reports:	Six
Location:	Wellington-based role
Job Band:	SLT
Date:	March 2024

About Creative New Zealand | Toi Aotearoa:

Creative New Zealand (CNZ) is the national arts development agency of Aotearoa. We believe the arts and creative sector is an integral thread in our national fabric and by supporting those involved, we are delivering long-term value to New Zealanders. Our support for the development of the New Zealand arts sector is provided primarily through our funding programmes. We also deliver a range of programmes to build the capability of artists and arts organisations, and we advocate for the arts.

Our vision is for ‘Dynamic and resilient New Zealand arts, valued in Aotearoa and internationally’.

Our purpose to ‘Encourage, promote and support the arts in New Zealand for the benefit of all New Zealanders’.

In carrying out our mahi we recognise:

- in the arts the role of Māori as tangata whenua
- the arts of the Pasifika peoples of New Zealand
- the cultural diversity of the people of New Zealand.

About the Team:

The Arts Development Services (ADS) group is responsible for leading the management and implementation of all funding and investment programmes, and the development of programmes and other initiatives to build the capability and success of arts organisations and artists across New Zealand and internationally. We have four teams within the group, who focus on supporting arts practice development; investment; and funding, assessment and evaluation.

About the Role:

A capable, empathetic and strategic leader, the Senior Manager ADS is responsible for delivering to the group's purpose and creating a work culture where people are supported to make a significant contribution to Arts Development, across our organisation and the Aarts community.

A key member of the Senior Leadership Team (SLT), the Senior Manager ADS works collaboratively to advance the enterprise-level work of the Senior Leadership Team and the Arts Council (Creative New Zealand's board).

Key Responsibilities:

1. Funding and Investment Programme delivery

- Lead and oversee the robust implementation of all contestable funding programmes and initiatives and ensure continual improvement.
- Ensure all programmes and initiatives are increasingly fit-for-purpose for New Zealand's diverse communities.

2. Sector Capability building and National / International Initiatives

- Lead and oversee the development and delivery of regional, national and international initiatives and pilot programmes that deliver to CNZ's strategic goals.
- Oversee the regular review/evaluation processes.
- Identify new initiatives and priorities.
- Oversee the successful implementation of the Future of Arts Development Review and regularly review the new approach and ways of working.

3. ADS Projects and Initiatives

- Work closely with the Senior Manager Māori Strategy & Partnerships to develop and implement the 'Changing the way we work and what the work is' workstream as part of the wider *Towards a Sustainable Future* programme.
- Contribute to long-term strategic direction-setting for CNZ, including researching and developing new models of operating that embody the principles of Te Kaupapa o Toi Aotearoa ('the Creative New Zealand Way'), including the principle of Tuku Rauemi (empowering and enabling communities we work with to determine their future).
- Lead the work programme considering the value and impact of CNZ's investment in arts organisations, developing clear recommendations for how CNZ will support this vital part of the arts ecosystem from 2026.
- Regularly oversee reviews of existing programmes and initiatives.

4. Stakeholder engagement

- Develop and enhance strong relationships with arts sector partners to create mutually beneficial results.
- Develop and enhance mutually beneficial relationships with new partners for the benefit of the arts sector.
- Represent CNZ at significant external events, functions and meetings as required, acting as a credible advocate and representative, as well as within the media.
- Actively take the lead in resolving issues that have been escalated to senior management level.

5. Strategic leadership

- Champion CNZ's commitment to becoming a Treaty-implementing organisation by actively contributing to the leadership, development and implementation of Te Kaupapa o Toi Aotearoa.
- Regularly engage with the Arts Council and contribute to their direction-setting and thought leadership, as well as providing timely, well-researched and accurate advice and information as required.
- Build the ADS group's people capacity and capability, to positively enhance CNZ's impact with and delivery to the sector.
- Work with the Senior Leadership Team in a collective decision-making context to help develop a cohesive, overarching strategic direction for CNZ.
- With Senior Management colleagues, ensure the ADS agenda is future facing, and reflects aspirations here in Aotearoa.
- Manage the ADS budget of approximately \$50m.
- Support the implementation of CNZ strategies and policies within the ADS group and across the wider organisation.

6. Building an engaged, multi-lensed, high performing team

- With the ADS management team, embed and foster an organisation culture valuing diversity, inclusion and belonging.
- Uplift the mana of the team through strong and effective Tuakana/Teina relationships – focusing on the hauora of each individual and their development.
- Manage the performance and development of the team through regular kōrero and meaningful feedback and support.
- Manage workplans effectively and delegate appropriately.
- Communicate the vision for the team and inspire creativity, continuous improvement and excellence.

7. Māori responsiveness

- Contribute to the development of CNZ's responsiveness to ngā toi Māori (Māori arts).
- Actively ensure implementation of our Mātauranga Māori and Toi Aotearoa Kaupapa responsiveness into programmes and work as appropriate.
- Develop understanding and skills to work effectively with Tangata Whenua and work to support the ADS group's development in this space.
- Assist clients to improve their responsiveness to Tangata Whenua.

8. Pasifika responsiveness

- Contribute to the development of CNZ's responsiveness for Pacific arts outcomes, aligned with our legislative mandate.
- Actively ensure implementation of Pasifika responsiveness into programmes and work undertaken, as appropriate.
- Develop understanding and skills to work effectively with Pasifika and work to support the ADS group's development in this space.
- Assist clients to improve their responsiveness to Pasifika.

9. Contribution to Creative New Zealand

- Actively collaborate and cooperate across CNZ ensuring that the right people are engaged, involved and / or informed to get work done.
- Contribute to the development of a high performing ADS group, working collaboratively across the organisation.
- Participate positively and actively in activities, meetings, planning activities and general group or team development.
- Encourage and demonstrate the active sharing of knowledge both within the ADS group, and across CNZ.

In addition to performing the duties associated with the role, you'll be expected to:

- Demonstrate a commitment to Te Kaupapa o Toi Aotearoa ('the Creative New Zealand Way'), an organisational culture development initiative that aims to lift Māori cultural capability across the organisation.
- Manage your own personal health and safety and take appropriate action to deal with workplace hazards accidents and incidents. This includes:
 - Displaying commitment through actively supporting all safety and wellbeing initiatives.
 - Ensuring your own safety and that of others at all times.
 - Complying with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting.
 - Reporting all incidents/accidents, including near misses in a timely fashion.
 - Responding to reports and participating in investigations where necessary.
 - Participating in any agreed-on return-to-work programme after illness or injury.

Who you are:

- An experienced, inspirational and decisive leader, with proven success in coaching and developing a large, high-performing team.
- Someone with a deep understanding and appreciation of issues influencing arts development in New Zealand, and strong connections to the arts sector.
- A strategic and savvy thinker, with the ability to make a contribution in a collective decision-making context.
- Resilient, energetic, and driven, with a positive approach to engagement and delivery.

What you bring:

- A relevant tertiary qualification or equivalent industry experience.
- Previous successful experience in a similar strategic senior role. Familiarity with how CNZ works is desirable.
- Good judgment and political nous, with the ability to successfully navigate uncertainty and ambiguity.
- Excellent stakeholder management experience, able to build and develop mutually beneficial partnerships and work effectively across cultures and functions.
- Awareness of and respect for Tikanga Māori, along with an understanding of the principles and practice of Te Tiriti o Waitangi, and the implications of this for the work of CNZ.
- Excellent verbal and written communication skills (including giving high-quality presentations and writing effective reports for decision-makers).

Financial Delegations:

\$100,000 per budgeted expense (as per the financial delegation policy)