

PARTNERSHIP MANAGER

Purpose of The Role

The role reports to the GM Partnerships and leads the management of strategic relationships which impact positively on Nuku Ora's priorities. Bringing an understanding of Te Tiriti o Waitangi and experience working within a community-led development ethos is critical. The Partnership Manager identifies opportunities to partner with organisations that are strategic enablers of active lifestyles across the wider Wellington region. This particularly focuses on regional and local councils, and central government, enabling joint decision making, engagement in planning and policy processes with the aim to advocate for equitable access to physical activity.

The Partnership Manager will take the lead in developing stakeholder engagement plans, working with the Communication and Marketing Manager and Insights and Evaluation Manager to ensure that plans are in line with Nuku Ora Communication Strategy and Insights Approach. The Partnership Manager works with an understanding of and aligned to the Living Well Strategy and its sub-plans. Through team management, the role has oversight for the distribution Nuku Ora funds into the community, the development and delivery of the Regional Spaces and Places plan, and Wairarapa focused partnerships.

The Partnership Manager will work collaboratively with other Nuku Ora Managers to enhance Nuku Ora as a regional thought leader through effective communication, innovation, knowledge sharing, influencing, and partnering. They will be the internal champion of partnerships approaches at Nuku Ora working closely with the Senior Leadership Team to ensure partnerships mahi is responsive and aligned across Nuku Ora.

Partnerships Team Purpose

The Partnerships Team provide leadership and advocacy to develop strategic partnerships across the region that increase levels of physical activity to create healthier, happier, and better-connected communities towards a stronger Aotearoa. Embracing the principles of Te Tiriti o Waitangi, and our belief in the importance of inclusion and diversity, the Partnerships Team will ensure that no one misses out.

The Partnerships Team leads the identification and development of strategic partnerships and relationships that support and enhance Nuku Ora's programme development and delivery. They are responsible for maintaining existing partnerships and identifying opportunities for new partnerships and future funding, including identifying future revenue generating opportunities.

The Partnerships Team is the caretaker of Nuku Ora's Strategy 2032 and provides the CEO and Nuku Ora senior leadership team with insights and evaluations on the performance of Nuku Ora against its activities, objectives, and strategic outcomes.

Role Accountabilities

Leadership and Management

- Management, leadership, mentoring and support of direct reports including recruitment and retention, the development of individual key performance indicators, and training and development plans.
- Alignment of team members to organisational direction, ensuring that team objectives, individual objectives, KPI's, and individual development plans reflect this.
- Ensure internal and external reporting requirements for team members are completed inline with organisational expectations.
- Contribute to organisational strategies and frameworks, collaborating with other Nuku Ora leaders.
- Ensure a good working knowledge is maintained of other Nuku Ora teams and their work, outcomes, and successes.
- Contribute to Senior Leadership discussions and attend Senior Leadership meetings as required.

Strategic Partnerships

- Proactively develop and maintain partnerships and relationships with organisations that enable quality opportunities for physical activity.
- Actively engage in regional networks to identify potential partnerships and relationships that can support and contribute to Nuku Ora's strategic priorities.
- Contribute to strategic relationship management undertaken by the SLT and Board, representing the CEO and/or GM Partnerships, locally, regionally, and nationally as required.
- Cultivate an awareness of the changes occurring in both the region and the sector to enable opportunities to be identified and risks to be mitigated in a timely manner.
- Contribute to and enhance Nuku Ora as a regional leader through effective communication, innovation, knowledge sharing, and partnering.

Strategic Planning

- Keep abreast of the changes in the region and sector to identify areas of opportunity for innovation, partnership, and commercial development.
- Remain cognisant of the sector environment and identify any new approaches and capabilities with a view to analyse and/or implement them within Nuku Ora to contribute to strategic outcomes.
- Identifying potential wider future income trends and opportunities for the organisation and sector.
- Contribute to organisational strategies and frameworks, collaborating with other Nuku Ora leaders.
- Contribute to Senior Leadership discussions and attend Senior Leadership meetings as required.

Project Management

- Initiate and or coordinate the development of innovative projects, policies, and plans (including implementation plans) through to an appropriate handover point to the relevant Delivery Manager.
- Manage the development, review and presentation of new partnerships or changes to existing partnerships.
- When required, consult with key partners, such as Sport NZ, in developing any future plans or partnership activities.
- Manage unspecified internal or external project work as assigned by the GM Partnerships

Knowledge Management

- In line with the Insights Approach support maintenance of an effective knowledge management culture at all levels in Nuku Ora.
- Ensure key insights, patterns and themes are drawn from across the Region to feed into knowledge management approach.

Relationship Management

- Co-ordinate and communicate with Nuku Ora staff, external partners, and stakeholders in support of specific projects, planning and reviews.
- Identify, build, and maintain relationships and partnerships with people and organisations to positively influence the provision of physical activity in the Wellington region.
- Advocate the value of physical activity to potential partners, stakeholders and strategic decision makers including the provision of research, analysis, and best practice.
- Manage internal and external relationships in accordance with the Nuku Ora's stakeholder relationship plan.
- Ensure a good working knowledge is maintained of other Nuku Ora teams and their work, outcomes, and successes.

Key Things We Are Looking For

Qualifications, Skills and Experience

- Experience operating in strategic partnerships in the not for profit or sport and recreation sectors
- Significant stakeholder management skills and partnering approaches
- Effective people leadership and management skills and experience
- Experience as a facilitator and in managing conflict
- Efficient communication skills, listening, written and oral
- Competent IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics
- Excellent presentation skills
- Competent budget and finance skills and experience
- Time management skills
- Adaptability/flexibility

Technical Skills and Knowledge

- An understanding of the sectors supporting physical activity, especially play, active recreation, sport, and active transport
- An understanding of what good practice looks like in running regional or community not for profit organisations
- Demonstrated experience and understanding of community-led development principles
- An understanding of contract management
- Be able to develop a strategic approach to problems.
- Ability to be innovative and anticipate areas of focus

Interpersonal and Relationship Skills

- Ability to build rapport and maintain relationships
- Understanding of and affinity to the 'Purpose' and 'Direction' of Nuku Ora
- Teamwork
- Professionalism
- Effective time management
- Self-motivated, resilience and drive
- Accuracy and attention to detail

What Being Part of the Nuku Ora Team Means

- Support and demonstrate the Nuku Ora Way, a values-based approach that identifies our desired behaviours or operating principles for how we want to operate as an organisation.
- Actively and positively participate as a member of the team, supporting the philosophy and culture of Nuku Ora, and committing to continued personal and professional development.
- Proactively looking for opportunities to improve the operations and performance of Nuku Ora and collaborating with others.
- Complying with and supporting all health and safety policies, guidelines, and initiatives. Ensuring all incidents, injuries and near misses are reported.
- Adhering to all Nuku Ora procedures, policies, and guidelines.
- Demonstrating a commitment to and respect for the Te Tiriti O Waitangi and incorporating this into our work.
- Supporting Nuku Ora's insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Nuku Ora's relationship management approach, the CRM system and relevant business rules.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Nuku Ora initiatives such as events e.g. Round the Bays.

Dimensions of the Role

Reports to: General Manager Partnerships

Location: Greater Wellington Region

People Responsibilities: Up to 3

Grade: 19

Department: Partnerships

Date: August 2023

Authorities: As per Delegated Authority

Fixed Remuneration: \$91,734 - \$96,830

