# 

**POSITION DESCRIPTION**

**CHIEF EXECUTIVE, NEW ZEALAND FISH AND GAME COUNCIL**

**THREE YEAR FIXED TERM POSITION**

**Background**

The New Zealand Fish and Game Council (NZ Council) is a public entity established by the Conservation Act 1987. The Council is established “*to represent nationally the interests of anglers and hunters and provide coordination of the management, enhancement and maintenance of sports fish and game*” by regional fish and game councils.

The NZ Council employs the Chief Executive who holds delegated authority to employ, on behalf of the Council, all other paid staff and contractors engaged for the achievement of the Council’s purpose and functions.

The position of Chief Executive of the NZ Council is referenced in the Conservation Act 1987 as the Director (and also referred to as ‘manager’). A separate function as Director under that Act is the appointment of fish and game rangers.

The 13 Fish and Game Councils (the New Zealand Council and 12 Regional Councils) are autonomous bodies and separate public entities. The NZ Council has a leadership role at the centre of the sports fish and game system to ensure that all parts of the system work collaboratively as a coherent whole.

The sports fish and game sector is taken to mean all aspects involving the species, habitat and the anglers and hunters who target them. It also includes the wider supporting community such as guides, retail sporting outlets, scientists and other interested parties. Angling and hunting is a recognised New Zealand cultural heritage with a strong interest in conservation and environmental matters as they impact on the species and habitats that support them.

The NZ Council operates under a system of governance policy management. Although the documentation of this does not form part of this position description, it includes elements directly associated with it. Under these governance policies the NZ Council, *inter alia*, determines the strategic direction, establishes priorities, secures whole-of-organisational agreement and support where appropriate, and monitors performance.

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**Position Purpose & Fundamental Expectations**

The Chief Executive provides strategic leadership, operational, and management support and advice to the Council, consistent with the NZ Council’s Governance Policies, delegations, directions and functions.

To this end, the Chief Executive will be responsible for the overall organisational guidance of Fish and Game New Zealand (the collective name of the 13 Fish and Game Councils) ensuring the effective management of the organisation and its operations. Within this, each Regional Council operates autonomously.

The Chief Executive will also be responsible for working with the NZ Council to:

1. set short, medium and long term strategies, goals and implementation policies;
2. set appropriate financial budgets and plans and arrange all reports and audited financial statements;
3. ensure proper compliance with all appropriate legislation and the mitigation of opportunities for risks involving theft, fraud and the like;
4. implement appropriate and best practice Human Resource management procedures;
5. ensure there are enough resources available to safeguard NZ Council effectiveness in the performance of its responsibilities;
6. meet the Council’s obligations to the Minister of Conservation; and
7. build and maintain effective relationships with the organisation’s key stakeholders.

The Chief Executive will:

* At all times act in a way that supports, promotes and advances the NZ Council’s purposes, strategic goals and reputation.
* Promote and adhere to the relevant principles of the Conservation Act 1986 relating to the NZ Council, and will be the principle advocate and public face of the NZ Council in attending to its purpose and functions unless otherwise directed by the NZ Council; and
* Conduct themselves at all times to the standard expected of a Chief Executive, and will advise the NZ Council of any actual or apparent conflicts of interest (including matters that may reasonably be interpreted as a conflict of interest).

**Functional Relationships**

The Chief Executive reports to the NZ Council, the Chairperson and the Executive Committee of the NZ Council.

The Chief Executive is responsible for all staff employed at the NZ Council’s National Office (National Office) which, at the time of appointment will include, but may not be limited to, the:

1. Manager, Coordination & Operations
2. Manager, Finance & Administration
3. Manager, Communications
4. Policy & Regulatory Services Officer
5. Receptionist/Administrator
6. Communications Advisor (South Island)
7. Public Awareness Advisor (North Island)

The Chief Executive is also responsible for any service providers engaged to provide the NZ Council, or National Office, with support or advice.

**POSITION ACCOUNTABILITIES**:

The Chief Executive will be accountable for:

**Leadership and Relationship Management**

It is expected that the Chief Executive will operate in an inherently collaborative way and have strong relationship management skills. They will:

* Work in a collaborative, constructive and flexible way with the NZ Council; and will endeavour to build and maintain strong relationships with staff, key stakeholders and allies, and regional Fish and Game Councils.
* Have a proven willingness to grow understanding of different perspectives and interests, and an ability to bring the wider Fish and Game organisation with them. They will engage effectively and clearly, advocate the wider picture, and be firm and clear about bottom lines.
* Communicate regularly with the Chair of the Council; and proactively advise the Chair and Council about important matters as they arise on a ‘no surprises’ basis.
* Ensure the NZ Council staff and management are informed, inspired, focused and positively motivated to carry out their duties; and
* Foster and maintain a strong and positive organisational culture aligned to achieving the agency’s vision and managing operational risks, which may have implications for the NZ Council, Responsible Minister and other key stakeholders.

**Advocacy**

The Chief Executive will:

* Operate as an effective advocate in political, corporate and special interest environments. They will have an ability to influence policy makers to incorporate favourable messages and objectives. They will also use their comprehensive understanding of the political process and workings of central and local government, and develop and leverage relationship within key areas of influence.
* Lead the NZ Council and Fish and Game system to engage and educate the public to more broadly align their views in accordance with NZ Fish and Game’s position on environmental issues, so that the agency is positioned as the champion of the public interest. It is expected this will lead to a reduction in the reliance on, and costs of, litigation; and
* Convey organisational messaging in an articulate manner via a wide range of media including public speaking, debates, tribunals, select committees, print, TV/film and social media. They will represent Fish and Game with confidence, credibility and integrity to best advantage in the public arena using prepared information and speaking spontaneously. They will also foster and ensure that managers and staff across the Fish and Game system have the confidence to represent and uphold the views and values of Fish and Game to external stakeholders and the general public.

**Supporting and Servicing the NZ Council and the Responsible Minister**

The Chief Executive will:

* Contribute to the strategy development and planning processes of the NZ Council by undertaking environmental scanning and overseeing provision of information and advice to support the NZ Council’s strategy and direction setting.
* Ensure the preparation and/or establishment, on an annual basis, of:
  + NZ Council’s performance expectations for the Council’s approval;
  + NZ Council’s Annual Report and completion of all other compliance reporting; and
  + The annual operating objectives, performance standards and budgets of Fish & Game New Zealand.
* Ensure preparation of all regular (bi-monthly) reports to the NZ Council and ad hoc reports as may be required in a timely manner. They will also ensure the provision of professional advice and secretariat support to the NZ Council to enable it to meet its statutory role and functions.
* Ensure the timely review and reporting to the NZ Council on all relationships and funding accountability instruments entered into by the NZ Council.
* Facilitate notice of, and the organisation and efficient running of all meetings of Council and Committee meetings, unless otherwise advised by the Council through its Chairman; and
* Attend all NZ Council meetings in an advisory but non-member capacity, unless advised by Council through its Chairman that attendance at all or part of a meeting is not required.

The Chief Executive will also ensure the provision of timely, relevant and accurate information and/or advice to the office of the Responsible Minister as required.

**Business Acumen**

The Chief Executive will:

* Use their business acumen to identify and progress business development opportunities, and develop and bring financially viable product(s) to market to enhance Fish and Game’s financial sustainability; and
* Grow market share and maximise revenue by being responsive to changing social and leisure demographics to meet the needs of a changing market.

**Operational Management**

The Chief Executive will manage the Council’s business and functions in a focused, effective and financially prudent way. They will make the most of the limited resources available to them to deliver effectively in what is a complex but financially restrained environment. This will include but not be limited to:

*Financial and Resource Management*

* Ensure the organisation has, and operates, effective and efficient financial and resource management controls and systems;
* Ensure the organisation maintains a rigorous and effective financial control environment; and
* Ensure the NZ Council is regularly apprised of the organisation’s performance against administration, programme budgets, accumulated reserves and interest earnings on an at least bi-monthly basis.

*People Management*

* Ensure the implementation of staff development policies so that the NZ Council meets all of its statutory employment requirements, and acts at all times in accordance with the Council’s good employer obligations;
* Ensure the organisational structure and allocation of people resources is properly aligned to the priorities and business risks of the organisation. Undertake reviews and succession planning to support this requirement;
* Ensure the recruitment, development and retention of skills critical to the performance and success of the organisation;
* Ensure the operation of fair and robust personnel and performance management systems and procedures within the agency;
* Inform the NZ Council of any important employment related issues or disputes;
* Ensure staff are responsive to stakeholder (licence holder) interests; and
* Appoint Honorary Rangers pursuant to special powers under s26F.A of the Conservation Act.

*Systems and Process Management*

* Ensure the agency has effective, administration, monitoring and reporting procedures and systems in order to implement all approved funding decisions of the NZ Council;
* Ensure the agency has effective and efficient programme storage, retrieval and archiving arrangements in place; and
* Ensure the organisation has effective, and statutorily compliant, information management systems and procedures to support its core business.

*Compliance/Risk Management*

* The Chief Executive will be conversant with, and ensure the agency complies with, all relevant legislative, policy and other compliance requirements including, in particular the:
  + Conservation Act 1986;
  + Governance Policies and Standing Orders;
  + Wildlife Act 1953, and;
  + the Fish and Game Council Elections Regulations 1990.
* And, more generally, with a range of legislation that requires compliance by the NZ Council and the regional Fish and Game Councils as public entities including the:
  + Crown Entities Act 2004
  + Public Finance Act 1989
  + Public Audit Act 2001
  + Local Government Official Information and Meetings Act 1987
  + Official Information Act 1982
  + Privacy Act 1993
  + Human Rights Act 1993
  + Health and Safety at Work Act 2015; and
  + the Principles of the Treaty of Waitangi.
* Compliance with these legislative requirements will be assured through seeking and providing direction and assistance to the Council as it carries out its governance function.
* The Chief Executive will also:
  + Prepare, for approval by the NZ Council and implementation, of an annual risk management plan;
  + Ensure all assets are protected and maintained and ensure the NZ Council is adequately insured; and
  + Maintain a Health and Safety plan that meets all obligations under the health and safety legislation, and ensure the NZ Council is informed on health and safety matters as required by law.

**Amendments to this Position Description**

The Council may, in consultation with the Chief Executive, amend this Position Description - provided that substantial amendments which may lead to the disestablishment of the Chief Executive’s position will be dealt with in accordance with the redundancy provisions of the Chief Executive’s employment agreement.

**KEY COMPETENCIES**

**Strategic Leadership** - concerned with forward thinking, seeking and accepting challenges and opportunities, and being instrumental in shaping and communicating a clear, inspiring and relevant direction for the organisation.

**Managing the Political and Cultural Context** - concerned with having the ability to understand the conventions, structure, functions and objectives of Government, the wider cultural, economic and social environment in which it operates, and positioning the organisation accordingly.

**Collaborative Leadership** - concerned with having the ability to build strong collaborative relationships across the sectors

**Building and Sustaining Relationships** - concerned with establishing and maintaining positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.

**Effective Communication** - concerned with clear and effective two-way communication with a wide range of people and in all situations, in order to explain, persuade and positively influence others.

**Intellectual Capability** - concerned with valuing and applying intellectual processes, including the ability to quickly grasp and assess complex ideas to arrive at innovative, well-reasoned solutions that take immediate and longer-term consequences into account.

**Business Acumen** – concerned with understanding and having an awareness of how to think about and successfully make the right business decisions, as a result of having industry-specific knowledge and skills, and strategic thinking tools and skills.

**Management of People** - concerned with maximising the quality and contributions of staff to achieve the organisation’s goals and objectives, now and in the future.

**Commitment to Achievement** - concerned with a personal commitment to excellence and a focus on attaining organisational goals and objectives.

**Personal Integrity and Character -** concerned with modelling the highest standards of personal, professional and institutional behaviour and helping to ensure a politically impartial and incorrupt Public Service.

**EDUCATION, SKILLS AND EXPERIENCE**

The successful candidate will be able to demonstrate they have all/some of the following education, skills and/or experience.

Education/Professional Qualifications and Technical Skills

* Relevant tertiary qualification or equivalent knowledge, skills, and experience; and a commitment to ongoing professional development;
* Experience in a senior management role(s) with an advocacy focus;
* Has a clear passion for and commitment to recreation in the environment and fishing and hunting in particular; and
* Understands and believes in what Fish & Game New Zealand is seeking to achieve.

Proven Experience and/or Ability to…

* Operate effectively within the political environment at a national level;
* Positively influence an organisation’s standing and influence at regional and national level to best effect;
* Lead effectively from the centre by building and maintaining productive working relationships that enhance trust and understanding within a central organisation and wider system/network;
* Engage with all internal stakeholders and grow understanding of different perspectives and interests;
* Establish and deliver expectations in a complex environment;
* Successfully report to, manage and support a governance body, especially where the body has a changed/enhanced role;
* Use business acumen to identify and take advantage of commercial opportunities;
* Successfully lead a small-to-medium size entity with a regional/federal network incl. ability to give this appropriate emphasis;
* Lead a team with limited resources to deliver effectively in a complex environment;
* Advocate effectively to obtain the resources necessary to meet governance expectations;and
* Engage effectively and clearly; advocate the wider picture; and be firm and clear about bottom lines.