

## Position Description

**Position Title:** Manutaki Whanaketanga Umanga Māori  
Māori Business Development Director

### Overview of UniServices

UniServices plays a unique and important role in bringing ideas to life in Aotearoa New Zealand. Since 1988, we have acted as the kaihono – those who link people to people and people to projects – bridging academia with business, government and our communities. We do this in the following ways:

#### Advancing research

We help researchers obtain funding, liaise with governments and industry, and manage contracts and partner relationships.

#### Commercialising and protecting ideas

We help researchers disclose and protect their ideas, secure patents and start companies. We help fledgling companies get expert advice, refine their business plans and access start-up capital.

#### Investing and partnering

As a key part of the innovation ecosystem that brings University of Auckland research to the world, we manage the University of Auckland Inventors' Fund, an investment fund that works to transform university research into high-growth global companies. We also work with partners to license technologies.

#### Delivering positive community impact

Our business units deliver projects, programmes and services that build on University of Auckland research to deliver positive impacts to the community in areas such as education, health, innovation and informing public policy.

***Honoa te tangata ki te tangata, te tangata ki te taiao, te tangata ki te rangahau, rangahau ki whai hua.***

*(Linking people to people, people to the world around us, people to research, research that brings ideas to life).*

**Reports To:** Manutaki Rautaki (Executive Director, Strategic Growth)

**Roles Reporting to this Position:** None

### Primary Objective of the Position:

To support the economic, social and environmental wellbeing of the Māori community through the development and implementation of a Māori Business Relationship Strategy that leads to contracted research, consulting and research-informed services provided by the University of Auckland, UniServices and collaborators.

### Financial Responsibility:

To develop an annual budget with the Manutaki Rautaki and operate within this budget. To develop an annual revenue target with the Manutaki Rautaki and deliver the target.

## **Functional Relationships:**

### Internal

- The UniServices Executive Team
- The Kaiārahi network
- Offices of the PVC Māori and Tumuaki
- Business Development Directors and Managers
- Contracts Managers
- Funds Advisors
- Proposals and Partnerships Team members
- Business Unit Leaders
- Office of Research Strategy and Integrity
- Faculty Deans and associated faculty management
- Faculty/Institute Research Support Teams

### External

- Ahi kā roa, Mana Whenua
- Iwi organisations across Aotearoa
- Māori businesses, NGOs and collectives
- Relevant government ministries, departments and agencies
- Collaborating research providers

## **Responsibilities and Accountabilities**

### **Strategy Development and Execution**

Develop and implement a Māori Business Relationship Strategy in conjunction with partners from across UniServices and the University of Auckland. This will include:

- Determining where the University and UniServices can have the greatest impact through a deep understanding of the sector and the current and future capabilities held within the University/UniServices and collaborators.
- Developing a stakeholder engagement plan that stratifies the stakeholders, the level of engagement/support to be provided, by who, when and how.
- Working with Business Development Directors, PVC Māori Office, Kaiārahi and Faculty management to 1) understand the current and future capabilities and ideas within the University and UniServices to meet the needs of the sector and 2) influence University, UniServices, Faculty and Institute strategies and plans to ensure that they can deliver to the current and future needs of the sector.
- Understanding the government strategy and investment mechanisms that will support the research, consultancy and research-informed services required by the sector and provided by the University, UniServices and collaborators.
- Negotiating and securing client-initiated contracts.
- Develop measures of success with the Manutaki Rautaki that will be used to evaluate the performance of the University, UniServices, the Māori Business Relationship Director and the delivery of the goals of the Māori Business Relationship Strategy.

### **Client Relationship Management**

- Lead effective engagement with key stakeholders and supporting University and UniServices staff to facilitate business growth.
- Monitor stakeholder engagement and ensuring that the engagement activities will achieve the strategic goals.
- Develop and strengthen relationships between UoA and external clients

- Identify and establish new external clients/funders in line with strategic and thematic goals
- Lead funding conversations with faculties and client/funders, feeding this information back to peers and other UniServices support teams.
- Communicate and appropriately share information and insights with clients
- Build and maintain a network of personal client contacts to the benefit of the Strategic Growth Team and the wider organisation
- Monitor and effectively manage negotiation and follow up of proposals and contracts
- Coordinate and promote platforms and linkages across the wider organisation including cross-faculty linking around themes

#### General

- Provide customer centric service to all stakeholders.
- Support and assist colleagues and wider teams to meet the objectives of the team and organisation as a whole.
- Identify and contribute to improvements that may help improve efficiency, productivity, and culture of the team.
- Take the time to understand other roles in the wider organisation and contribute to a positive, collaborative culture of the organisation.
- Demonstrate the values of the company which highlight our commitment to valuing and showcasing the richness, talents and backgrounds of our team in all its diversity and with each and every engagement we have people who feel, both safe and empowered to bring who they are to the work they do and the workplace they are in.

#### Health, Safety and Wellbeing:

- Recognise individual responsibility for workplace health, safety and wellbeing.
- Apply UniServices' health and safety policies to work activities, as relevant.
- Role model expected behaviours, identifying and reporting workplace hazards, including self-management of hazards where appropriate.

#### Person Specification - Manutaki Whanaketanga Umanga Māori (Business Development Director Māori)

<b>Essential</b> (these are the qualifications, attributes and experience essential to perform the position)	<b>Preferred</b> (these are the qualifications, attributes and experience that would add value to performing the position)
<b>Education and Qualifications</b>	
Relevant tertiary degree or equivalent qualification	Post-graduate business qualification
<b>Experience and Personal Qualities</b>	
Advanced speaker of te reo Māori. Excellent written, verbal and interpersonal communication skills. Strong relationship in, and understanding	Experience working in a University, research organisation or equivalent.  Understanding of central government strategies,

<p>of, Te Ao Maori.</p> <p>A good understanding of Mātauranga Māori, Tikanga and Kawa.</p> <p>Established networks with Māori communities e.g. iwi, hapū, and PSGE organisations.</p> <p>Highly developed engagement skills, including the ability to present complex issues to a wide variety of audiences especially in Te Ao Māori.</p> <p>Proven strengths in stakeholder management and business development.</p> <p>Experience working in large complex organisations.</p> <p>Outstanding planning and organisation skills.</p>	<p>processes and research funding mechanisms.</p> <p>Demonstrated experience in contract or licensing negotiations.</p>
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### Competency Descriptors for Manutaki Whanaketanga Umanga Māori (Business Development Director Māori)

Competency	Example Behaviours
<b>Deciding &amp; Taking Action</b>	<ul style="list-style-type: none"> <li>• Take decisive and confident action when necessary</li> <li>• Explains reasons for own decisions</li> <li>• Takes pragmatic decisions where the benefits outweigh the risks</li> <li>• Acts quickly to get plans back on track</li> </ul>
<b>Working with People</b>	<ul style="list-style-type: none"> <li>• Creates a team spirit by encouraging harmony and co- operation</li> <li>• Updates others on progress, sharing relevant information</li> <li>• Involves others in the decision-making process</li> <li>• Listens to what others' have to say to consider their perspective</li> </ul>
<b>Relating &amp; Networking</b>	<ul style="list-style-type: none"> <li>• Builds open, positive relationships with others</li> <li>• Manages situations with tact and diplomacy</li> <li>• Establishes an effective network inside and outside of the organisation</li> <li>• Encourages others to co-operate across team boundaries</li> <li>• Relates well to different types and levels of people</li> </ul>
<b>Persuading &amp; Influencing</b>	<ul style="list-style-type: none"> <li>• Creates a positive and credible impression on others</li> <li>• Prepares the key stakeholders for major decisions and changes</li> <li>• Builds support throughout the organisation for own initiatives</li> <li>• Maintains a positive relationship with all parties during negotiations</li> <li>• Encourages open &amp; honest discussion of views</li> <li>• Closes discussions with clear and explicit agreements on both sides</li> </ul>
<b>Creating &amp; Innovating</b>	<ul style="list-style-type: none"> <li>• Creates innovative solutions</li> <li>• Builds upon ideas suggested by others</li> <li>• Recognises opportunities for change</li> <li>• Implements change through consultation and planning</li> </ul>

<p><b>Coping with Pressures and Setbacks</b></p>	<ul style="list-style-type: none"> <li>• Remains productive and focused when under pressure</li> <li>• Keeps difficulties in perspective</li> <li>• Recovers quickly from setbacks</li> <li>• Accepts feedback without becoming defensive, moving forward constructively</li> </ul>
<p><b>Achieving Personal Work Goals &amp; Objectives</b></p>	<ul style="list-style-type: none"> <li>• Pursues goals with tenacity, seeing things through to completion</li> <li>• Takes responsibility for achieving work objectives, treating deadlines and targets as personal commitments</li> <li>• Willingly accepts new responsibilities</li> <li>• Tries alternative approaches if initial efforts fail</li> </ul>
<p><b>Entrepreneurial &amp; Commercial Thinking</b></p>	<ul style="list-style-type: none"> <li>• Keeps up-to-date with market factors and competitor information</li> <li>• Takes significant business risks which improves organisational effectiveness</li> <li>• Seizes and acts on business opportunities</li> <li>• Uses financial information to monitor organisational performance</li> </ul>