

**Mō tātou, ā, mō kā uri ā muri ake nei
For us and our children after us**

Position Description

SENIOR INVESTMENT ANALYST

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the Te Rūnanga Group. It is acknowledged that in order to remain current, regular amendments will be required. This is to be co-ordinated in association with the relevant Managers and the Group General Manager People and Performance.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Manager to provide clear goals and objectives, against which individual performance will be managed.

Tihei mauriora!

Ngāi Tahu is the iwi comprised of Ngāi Tahu Whānui; that is, the collective of the individuals who descend from the five primary hapū of Ngāi Tahu, Ngati Mamoe and Waitaha, namely Kāti Kurī, Ngati Irakehu, Kāti Huirapa, Ngāi Tūāhuriri and Ngāi Te Ruahikihiki. Our defining link as Ngāi Tahu, through which we hold rangatiratanga over 80% of Te Waipounamu, is the ability to whakapapa back through this history and to link with our ancestors of the past. The following whakatauaākī (proverb) encapsulates our understanding of our place in Te Waipounamu and the guiding vision of our people in the 21st Century:

Puritia tāwhia kia ita

Te mana tīpuna

Te mana whenua

Te mana tāngata.

Hold fast and firm

To my inherited authority

To my right to this land

To my freedom and right to self determination.

Te Rūnanga o Ngāi Tahu was created by statute as the governing body and representative for all purposes of Ngāi Tahu Whānui, and to receive and manage Settlement assets on the iwi's behalf. The primary purpose of Te Rūnanga is to ensure that the benefits of the Settlement are enjoyed by Ngāi Tahu Whānui now and in the future, to enable Ngāi Tahu Whānui to create and control our individual and collective destinies. The vision of Te Rūnanga is expressed in the following tribal whakatauaākī:

Mō tātou, ā, mō kā uri ā muri ake nei

For us and our children after us.

Our actions are founded upon commitments to:

Whanaungatanga

Mā te tuakana e tika ai te teina, mā te teina e tika ai te tuakana
(Through relationships and respect we can find the way forward)

Manaakitanga

Whākana ki ō manuhiri i tō kāinga
(Mana is upheld through fulfilling roles and responsibilities)

Tohungatanga

Mā te mōhio ka mārama, mā te mārama ka mātau
(By discussion comes understanding, through understanding comes wisdom)

Kaitiakitanga

Kāi Tahu tītī ā-kai, tītī ā-manawa
(Kāi Tahu the gatherers of resources, resources of lasting endurance)

Tikanga

Aoraki matatū
(Holding firm to what defines Ngāi Tahu)

Rangatiratanga

Ko te amorangi ki mua, ko te hāpai ō ki muri
(For leadership there must be support)

We are part of the landscape and therefore have a responsibility to ensure its sustenance for this generation and for those to come, by enacting the following principles:

Te Kawanata o Ngāi Tahu

The **Kaupapa Whakatūwhera** is that the House of Tahu is set up amongst us to nurture our people, to shelter our people, to serve our people. It is both the symbol of our identity as Ngāi Tahu Whānui and the Whare Whataraki of that which we together own.

The **Kaupapa Poutokomanawa** is the protection and growth of the pūtea.

The **Kaupapa Tāhuhu** is the accountability of those charged with the responsibility for the pūtea to our Papatipu Rūnanga, to our people and to our future generations.

The **Kaupapa Poutahu** is the principle that the assets of Ngāi Tahu will be managed separately from the bodies that spend and distribute the income earned from those assets.

The **Kaupapa Whakahuataka** is that all those entitled by whakapapa to the benefits of the House of Tahu shall be protected in their right to benefit.

The **Kaupapa Whakakotahi** is that the poupou of the House of Tahu are the Papatipu Rūnanga of our people each with their own mana and woven together with the tukutuku of our whakapapa. In them resides the tino rangatiratanga of Ngāi Tahu. Its collective voice is Te Rūnanga o Ngāi Tahu.

Position Title:	Senior Investment Analyst
Date:	March 2010
Location:	Christchurch
Reporting to:	Chief Executive, Ngāi Tahu Holding Corporation
Direct Reports:	N/A
Nature and Term of Employment:	Full Time, Permanent

SECTION 1 - Position Summary

Analysis support for the development and review of NTHC investment strategy, subsidiary performance monitoring, NTHC portfolio management and general business advice.

SECTION 2 - Key Accountabilities

Key Responsibilities	Activities
<i>Investment Strategy</i>	<ul style="list-style-type: none"> • Assist the Chief Executive (CE) and senior management of Ngāi Tahu Holding Corporation (NTHC) in implementing Ngāi Tahu Holdings Group (NTHG) portfolio investment strategy. • Ensuring allocation of capital in accordance with the NTHC investment strategy as adopted by the NTHC Board. • Overseeing the performance of investments within the NTHC portfolio. • Assisting the CE and senior management in analysing and approving investments in new assets in line with the NTHC investment strategy. • Reviewing business cases and potential new business investment opportunities. • Assisting with the development of strategic investment initiatives. • Assess asset class performance. • Complete business reviews and valuations. • Complete asset and liability modelling (includes debt levels).
<i>NTHC Portfolio</i>	<ul style="list-style-type: none"> • NTHC Quarterly Report to Board.
<i>Acquisition and Growth</i>	<ul style="list-style-type: none"> • Review of acquisition and growth processes and transactions across the Group. • Develop and implement guidelines. • Review all key business cases before Board approval. • Support to new growth areas.

<i>Investments</i>	<ul style="list-style-type: none"> • Provide investment banking, special projects finance and business analysis support to NTHG subsidiaries on an ad-hoc basis. • Investigation of new and potential investment areas for NTHG, including generation, initial analysis, strategy development, transaction structuring and development and execution.
<i>Health & Safety</i>	<ul style="list-style-type: none"> • To participate in ensuring the consistent implementation Te Rūnanga Group's Health & Safety strategy, by ensuring the work environment is safe for staff and the public, and effective mechanisms are in place and adhered to which monitor Health & Safety compliance.
<i>Operational Leadership</i>	<ul style="list-style-type: none"> • To act as a role model to managers, communicating and gaining acceptance of the Te Rūnanga o Ngāi Tahu vision, goals and organisational values and giving effect to the Code of Conduct. • To enforce standards for managers and staff in their interactions with stakeholders and colleagues. • To support and participate in the implementation of post-completion reviews of major projects, programmes and initiatives.
<i>Operational Effectiveness</i>	<ul style="list-style-type: none"> • To ensure that the Te Rūnanga Group's operational policies are implemented and monitored. • To ensure that financial, capital and human resources within delegated authorities are managed in accordance with Te Rūnanga Group policies, procedures and delegations. • To ensure that the workplace is a safe environment through training, planning and ACC management.
<i>Additional Duties as Required</i>	<ul style="list-style-type: none"> • Any other duties of a similar type required by the Ngāi Tahu Holdings Group.

SECTION 3 - Key Relationships

Internal Relationships	<ul style="list-style-type: none"> • Chief Executive, Ngāi Tahu Holdings Corporation. • Chief Financial Officer. • NTHG Subsidiary Chief Executives. • All staff of the Ngāi Tahu Group.
External Relationships	<ul style="list-style-type: none"> • Ngāi Tahu Whānui. • Te Rūnanga o Ngāi Tahu representatives. • Investment professionals. • External consultants and advisors. • Te Rūnanga o Ngāi Tahu professional advisors and contractors.

SECTION 4 – Person Specification

Skill/Knowledge

- Significant experience in commercial activities and the pragmatic application of economics, financial and business processes
- Applied knowledge of investment decision-making and implementation of business models
- Strong Excel modelling skills
- Ability to research, analyse and report on new areas of commercial interest
- Proven track record of working independently at a senior level, with excellent problem solving and judgement skills
- Demonstrable oral and written communication skills
- Demonstrable ability to relate to people at all levels
- Empathy with and understanding of Maori protocol

Experience

- A minimum of eight years experience preferably in an independent investment firm
- Proven experience in mergers and acquisitions, restructuring and business valuations is preferred
- Strong analytical experience

Qualifications

- A relevant tertiary qualification combined with an accounting and/or finance qualification is essential

Personal Qualities

- A strong awareness of and affinity for the needs and aspirations of Ngāi Tahu Whānui
- High level of personal integrity
- Able to work under pressure and manage multiple activities
- Strong outcome and results focus
- Attention to detail
- Strategic thinker
- Sense of humor

Behavioural Competencies

- **Self-Awareness**

The ability to recognise and understand your moods, emotions and drives, as well as the effect they have on others.

- Self-confidence.
- Realistic appraisal of strengths and limitations.
- Self-deprecating sense of humor.

- **Self-Management**

The ability to control or redirect disruptive impulses and moods.

A tendency to suspend judgment – to think before acting.

- Trustworthiness and integrity.
- Comfort with ambiguity.
- Conscientiousness.

- **Motivation/Striving**

A passion to work for reasons that go beyond money or status.

A tendency to pursue goals with energy and persistence.

- Dedication to the service of iwi members.
- Strong drive to achieve, to learn, to grow.
- Optimism and tenacity even in the face of setback or resistance.
- Readiness to seize opportunities.

- **Empathy, Humility and Grace**

The ability to understand the emotional make-up of other people.

Skill in treating people according to their emotional reactions.

Capacity to constructively navigate organisation politics.

- Expertise in building and retaining talent.
- Cross-cultural sensitivity.
- Service to iwi members.
- Diplomacy.

- **Social Skill**

Proficiency in managing relationship and building networks.

An ability to find common ground and build rapport.

- Capacity to de-escalate conflict and promote agreement.
- Effectiveness in leading change.
- Expertise in promoting co-operation and building teams.