



Position Title:	Commercial Manager
Position Location:	Offices of Te Rūnanga o Ngāti Apa, Bulls
Position Status:	Full Time
Reports to:	Group CEO

Purpose of the Position

The arm of the Ngāti Apa Group that manages the commercial asset base is Ngāti Apa Developments Ltd (NADL). NADL has in excess of \$26m in assets under management, and has an ambitious growth target of increasing this asset base to over \$50m within the next five years through a combination of borrowing and value creation.

The NADL Board and the Group CEO have decided that additional organisational capacity is required to to manage current investments, and analyse investment opportunities, prepare businesses cases and implement new investments, and manage these going forward. The position will be recruited under Te Rūnanga o Ngāti Apa, but will be dedicated to working on commercial operations for Ngāti Apa Developments Ltd. This position will work across commercial property, forestry, farming, fishing and direct private equity investments.

The requirement is that the person in this role will have a high level of expertise in at least one of these commercial sectors, as well as the general ability to work across other sectors

It is expected that this role will increase organisational capacity to perform investment analysis, manage investments, implement due diligence and undertake negotiations as NADL generates commercial opportunities in multiple sectors, and attracts other investors as one particular strategy to grow the commercial asset base.

Delegated Authority

Spending authority under a specific budget sub-delegation issued by the Group CEO

Subordinate Titles

None

Functional Relationships

Internal: Group CEO, NADL Board of Directors, GM Lands and Environment, Operations Manager, Finance Manager, Education Manager, Office Administrator and Kaihono Iwi (Communications Officer)

External: Commercial tenants, potential investors (other Iwi commercial managers), Māori commercial networks, real-estate agents, investment brokers, entrepreneurs, banks, professional valuers and advisors.

List of Key Results Areas

1. Planning and Policy
2. Analysis of Investment Opportunities
3. Commercial Due Diligence
4. Investment Implementation
5. Manage Investments
6. Investment negotiation
7. Investment Systems
8. Relationship Management
9. Ngāti Apa Group Five Year Plan and Annual Plan
10. Relationship with Group CEO

Key Duties

Key Result Area	Key Tasks	Key Performance Indicators
1. Planning and Policy	<p>Be familiar with the Statement of Investment Policy and Objectives (SIPO) as the foundation for investment selection and analysis.</p> <p>Coordinate the process of reviewing the SIPO with the Group CEO and the NADL Board.</p>	<p>Consistently demonstrate an excellent understanding of the SIPO.</p> <p>The SIPO is reviewed annually in May, and ratified by NADL and the Rūnanga in June.</p>
2. Analysis of Investment Opportunities	<p>Scan multiple commercial sectors including (but not limited to) commercial property, agriculture, horticulture, fishing, forestry, infrastructure and private equity, and produce initial analysis of opportunities for presentation to the Group CEO and the NADL Board.</p>	<p>The Group CEO and NADL Board are satisfied by the flow of opportunities coming across the table for initial consideration and the quality of the initial analysis.</p>
3. Commercial Due Diligence	<p>For opportunities that progress past the initial analysis stage, perform full commercial due diligence including 360 degree detailed analysis of risk and opportunity, supported by available evidence sourced from a range of professional valuers and advisors as required.</p>	<p>The Group CEO and NADL Board are satisfied with the quality of the due diligence that is performed.</p>
4. Investment implementation	<p>Once necessary approvals are in place, manage the detailed process of investment implementation covering all aspects including scheduling, finance and contracts, working with the Group CEO and professional advisors.</p>	<p>The Group CEO is satisfied with the implementation process and the way that it is transacted.</p> <p>The expectations of the Board are consistently being met.</p>
5. Manage Investments	<p>Manage all direct investments undertaken by NADL.</p>	<p>Forest licenses are well managed.</p> <p>Commercial properties and tenancies are well managed.</p> <p>All other direct investments are well managed.</p>
6. Investment Brokerage	<p>Identify and pursue opportunities for NADL to work in a brokerage roll to set investments up and bring in other investors, drawing in brokerage fees for NADL.</p>	<p>The Group CEO and NADL Board are satisfied with the level of brokerage activities undertaken and the fees being brought in to support revenue streams.</p>

7. Investment Systems	<p>Generally work with the Group CEO to improve investment systems within NADL.</p>	<p>Evidence that investment systems are being developed and improved as the capacity and experience of NADL grows.</p>
8. Relationship Management	<p>Become a key contact point for real estate agents and brokers and other key commercial contacts that will assist with implementation of the SIPO.</p> <p>Specifically target relationships with other Iwi based commercial managers, including attending relevant conferences and other events as required.</p> <p>Generally raise the profile of NADL as a progressive Iwi investor to improve deal flow and generate new opportunities for brokerage.</p>	<p>Evidence of building relationships and networks relevant to raising the credibility and visibility of NADL in investment circles.</p>
9. Ngāti Apa Group Five Year Plan and Annual Plan	<p>Be conversant with the Ngāti Apa Group Five Year Plan and Annual Plan, and work in the spirit of the values and aspirations of the group.</p>	<p>The Group CEO is satisfied that the Commercial Manager is cognisant of Ngāti Apa Group values and aspirations, and works will in accordance with these cultural elements.</p>
10. Relationship with Group CEO	<p>Work in a collaborative relationship with the Group CEO and provide written and verbal reports as required within reporting systems as required.</p> <p>Generally work collaboratively with the Rūnanga team in the spirit of Kotahitanga.</p>	<p>Reports are received by the Group CEO as required.</p> <p>There is general evidence that the Commercial Manager is a willing and active member of the Rūnanga roopu.</p>

PERSON SPECIFICATION

- Graduate level degree relevant to investment analysis.
- Credibility and experience in and around commercial investments.
- Experience in negotiation roles.
- Specialised knowledge and skills in commercial property, forestry or agriculture.
- Empathy with the purpose, values and aspirations of Ngā Wairiki – Ngāti Apa, as articulated by Te Rūnanga o Ngāti Apa.
- Proven ability to establish and maintain effective relationships in the commercial sector.
- Valid drivers licence and off-road driving experience
- Proven ability to work as part of an Iwi team, and develop good working relationships with other staff
- Computer literacy
- Advance report writing skills
- Knowledge of Tikanga and developing knowledge of Te Reo