

## Position Description

Title	<b>Chief Executive, Te Kupenga – Catholic Leadership Institute</b>
Reports to	Chair, Te Kupenga Board of Governance
Date	October 2019
Term	Two years fixed-term
Location	Auckland or Wellington

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### Background

This is a new position arising from the merger of two Catholic tertiary education providers – Good Shepherd College in Auckland and The Catholic Institute, based in Wellington. They will form a single national provider - *Te Kupenga – Catholic Leadership Institute* with effect from 1 January 2020.

Te Kupenga is owned by the six diocesan Catholic Bishops acting as Trustees and governed by a newly-formed Board.

Te Kupenga incorporates three operating entities:

- the **Catholic Theological College**, responsible for providing approved tertiary qualifications primarily to people exercising or preparing for ministry within the New Zealand Catholic church, including seminarians and teachers in Catholic schools;
- the **National Centre for Religious Studies**, responsible for curriculum design and resourcing for religious education in Catholic schools and support for adult faith formation; and
- the **Nathaniel Centre**, responsible for research and advocacy on bio-ethical issues.

While the new organisation will form from 1 January next year, the Trustees and Board expect that there will be a period of transition while the Catholic Theological College completes the process of academic integration and the two current providers fulfil their obligations to students, partner organisations and regulators. Therefore, both current providers may continue to operate under their existing structures for a short period, while the full integration of their operations and obligations into Te Kupenga is being finalised.

The Chief Executive role is being offered on a two-year fixed term basis consistent with the Board's expectation of the time it will take to complete the integration, develop an effective culture and market profile and implement a sustainable operating model. The Board will then determine the longer-term leadership requirements for Te Kupenga.

### Purpose & style

The purpose of the new position of Chief Executive is to lead the formation of Te Kupenga into a coherent, high-performing and sustainable organisation which delivers on the Trustees' vision for skilled and collaborative education, scholarship, leadership, ministry, witness and voice in and from the New Zealand Catholic church.

The Chief Executive will foster a culture of teamwork, collaboration and enterprise and develop others to exercise leadership which is agile, oriented to growth and positive about change.

The Chief Executive will cultivate trusted relationships with other church leaders, stakeholders and partners and keep the Board fully informed on agreed priorities and deliverables.

## **Accountabilities**

The Chief Executive is responsible and accountable for:

### *Strategic leadership*

- In conjunction with the Board, develop and deliver a strategic business plan for the two-year fixed term, with clearly stated objectives, priorities, measures and milestones
- Ensure that others in leadership roles understand and commit to the plan and feel skilled and supported to succeed
- Align performance management, business management and reporting systems to reinforce performance priorities and commitments.

### *Marketing and business development*

- Develop and communicate an attractive brand and market positioning which generates a positive profile for Te Kupenga within and beyond the New Zealand Catholic church
- Identify opportunities for new or expanded offerings, alone or in partnership with others, which will help achieve the purpose of the role
- Actively develop partnership opportunities within or beyond New Zealand which have the potential to deliver value to the Catholic Theological College's students and stakeholders.

### *People and culture*

- Engage leaders and staff in developing a constructive and productive workplace culture
- Take care of the distinctly Catholic character of Te Kupenga
- Provide on-going change leadership, ensuring that the impacts of change on people are handled sensitively and in the light of Catholic social teaching
- Ensure staff have opportunities for professional development aligned to both personal and organisational needs
- Model staff management practice in line with core values of respect, integrity, courage, collaboration, accountability and honesty with care.

### *Operational leadership*

- With the leadership team, ensure that the essential elements of a quality operational environment are in place and work reliably, including academic and administrative policies and procedures, risk management, financial management, health and safety and statutory and regulatory compliance
- With the Academic Director, ensure that the Catholic Theological College maintains high academic standards in teaching and research, maintains accreditation with and the confidence of tertiary education regulators, delivers a quality learning environment for students and continually refreshes its courses and qualifications to meet the needs of the contemporary Church
- Build a strong relationship with the Board to ensure it and key stakeholders are well informed about operational performance as well as progress on strategic and business development objectives
- Foster the mindset and disciplines of continuous improvement, quality management and student-centred engagement.

### *Relationship management*

- Develop and maintain respectful and responsive relationships with the Trustees, Board and key national and diocesan stakeholders, so that each feels engaged in Te Kupenga's work and committed to its success
- Support other leaders in Te Kupenga in their relationships with partner agencies and providers
- Reflect the Church's commitment to honouring its bi-cultural origins in ensuring that te Kupenga listens and responds to the needs of Catholic Māori, notably through Te Rūnanga o te Hāhi Katorika ki Aotearoa
- Foster constructive relationships with Pasifika and other Catholic communities so that their members feel encouraged to participate in the work and programmes offered through Te Kupenga.

## **Person Specification**

### *Qualifications & experience*

- Graduate degree in education, business or a professional discipline
- Credible change leadership experience
- Management experience in either a faith-based or tertiary education organisation, or both
- Sound understanding of both the compulsory and tertiary education systems in New Zealand.

### *Competencies*

- Strategic leadership: demonstrated ability to create and communicate a compelling vision for success, build commitment to the vision and marshal the supporting culture, systems, plans and controls to bring the vision to reality
- Marketing and business development: demonstrated ability to develop and communicate an authentic brand and market positioning and translate them into business growth, alone or in partnership with others
- People and culture: demonstrated ability to grow leaders and build teams in a context of a culture shift towards one that favours collaboration, enterprise, student engagement and continuous improvement
- Operational leadership: demonstrated ability to lead a complex organisation using a mix of levers, sustain its focus on quality delivery and keep staff, governors, stakeholders, regulators and students well-informed on its progress and achievements
- Relationship management: demonstrated ability to conduct important relationships with integrity, confidence and tact and to address any issues promptly and with a view to long-term mutual benefit.

### *Attributes*

- Commitment to the Catholic faith that shapes both personal and professional values and choices
- Able to champion the vision and values of Te Kupenga – Catholic Leadership Institute
- Emotionally mature and intelligent
- Understands the purpose of tertiary education and leadership formation within the church
- Calm, personable and resourceful under pressure

- Accomplished, self-aware and persuasive communicator
- Confident in bi-cultural and cross-cultural settings
- Energy, initiative and drive to set a challenging pace and achieve important results on time
- Prudent and risk-aware steward and decision-maker
- Interested in technology as an enabler for learning, delivery and growth.

**Authority**

Financial, managerial and representational authorities to be specified in the letter of appointment.