

Contract Manager

KOTATO LIMITED

Kotato Limited is a joint venture between the Commercial Asset entities of Ngāti Tama, Ngāti Rārua, Ngāti Koata and Te Ātiawa. The Company has been operating since 2013 and is associated with the Fisheries Assets held by each entity. The objective is that by pooling certain ACE assets there are advantages from gaining increased scale and efficiencies in management and operational costs. The Company effectively operates as a clearing house with all revenues (less agreed annual overhead costs) being paid to partners immediately upon the Company receiving payment.

The Company has a contract with Sealord Group under the Ihu to Mai Partnership for parts of each iwi's Deepwater species. An in-shore package has been pooled for four years and has been leased on an annual basis to Westfleet.

Each iwi own other quota species not covered by the above two arrangements for which they either have individual arrangements in place, provide informal information sharing to each other based on possible offers in the market. There could be some value to add to certain species across the group to increase returns and improve collaboration amongst the partners and with other industry participants.

The time commitment is approximately 120 hours per annum.

POSITION TITLE:	Contract Manager
Location	Te Tau Ihu
Reports to	Chairperson Kotato Limited – Bill Udy
Overall Purpose of Role	The purpose of this role is to coordinate all management, operational, compliance, administrative and financial activities to achieve the best outcomes for Kotato partners.

KEY ACCOUNTABILITIES	
Managerial	<ul style="list-style-type: none"> Recognize opportunities in the Industry to bring to the Board Have relationships with industry and other Maori participants. Manage ACE Lease contracts and undertake tender processes, lease price negotiations Manage external accountants and banking relationships One off projects as requested by Directors to be undertaken
Operational	<ul style="list-style-type: none"> Meet obligations under the Ihu to Mai Arrangements Ensure timely transfer of ACE by partners

<p>Financial</p>	<p>Liaison with the external Accountants to:</p> <ul style="list-style-type: none"> • Provide annual budget for Board approval • Provide cash flow projections, and plan to maintain a positive bank balance. • Provide quarterly financial reports, P&L and Balance Sheet and commentary to the Directors • Approve creditors and debtors in line with approved budgets • Authorize payments in conjunction with Chairperson
<p>Administrative</p>	<ul style="list-style-type: none"> • Schedule quarterly board hui and AGM hui, prepare agendas, take minutes, quarterly management reports, maintain interests register • Prepare annual report for shareholders (narrative) • Ensures all compliance matters of the Company are met ie Company office requirements <p>Industry Knowledge and Experience</p> <ul style="list-style-type: none"> • Seafood industry experience including the value chain • Reporting to Board of Directors • Management level with financial skills • Maori Fisheries Settlements <p>Stakeholder Relations</p> <ul style="list-style-type: none"> • Excellence in developing and maintaining relationships with a broad set of Industry participants. • Ability to manage challenging relationships. <p>Delegated Authority</p> <ul style="list-style-type: none"> • Negotiate ACE leases Agreements subject to Board approval • Incur expenditure and authorise within the agreed annual budget • Dual Bank account signatory in conjunction with external accountants and Director/s <p>Management Contract</p> <ul style="list-style-type: none"> • The Contract Manger is to be an independent contractor and not an employee a draft agreement has been prepared • The Contract Manager should have the capability and capacity to continue as manager if the Company increases in size • The Manager should also have the capability and capacity to take on the management of other iwi JV's in the seafood industry if requested. Ie Tui Joint Venture.