

# POWERDIGM

## Role Title

Powerdigm Director

## About Powerdigm

Powerdigm is the consultancy arm of Inspiring Communities. It is a collective of associates and affiliates grounded by proven practice in active citizenship, community innovation and locally-led change. We provide services that bridge the gap between system and community approaches to progress change. Effective at working in and alongside communities, we weave connections and collaborations across Government, sectors and communities to create the successful, sustainable outcomes.

## About Inspiring Communities

*Mission:* Inspiring Communities mission is to build a platform for successful CLD in Aotearoa across community and public service system.

*Vision:* Our vision is an Aotearoa where all communities are at the centre of creating and implementing solutions to improve their own outcomes and hauora.

*Focus Areas:* Foundational to everything we do is:

**Collaboration & Partnership:** Recognising the rights of tangata whenua and embedding Te Tiriti o Waitangi in the design and delivery of everything we do. Actively encouraging collaboration and making connections.

To achieve our vision for Aotearoa, Inspiring Communities will focus on four **hekenga/pathways**:

1. **Building Capability:** Providing training and sharing CLD information and resources to enhance CLD skills and knowledge within our community.
2. **Evolving Knowledge:** Generating new insights and resources to continually advance our understanding and approach to community-led development.
3. **Influencing Change:** Championing CLD at a national/system level to establish an environment which enables community-led initiatives.
4. **Sustainable Organisation:** Ensuring strong governance connecting strategy and operations; maintaining efficient systems and a capable and committed team; achieving financial stability; and upholding IC reputation and credibility.

Inspiring Communities is a small team of contractors who work virtually throughout Aotearoa. We have a Trust Board, a core team of 5 roles (IC Director, Powerdigm Director, Operations Manager, Communications Manager and Administrations and Comms Support) as well as other contractors brought on to work alongside communities in supporting Community Led Development.

The aim of Powerdigm is to build a market for a different approach to working across government, organisations and communities that is well aligned to the IC vision and mission, and specifically to championing community-lead change, working more effectively with communities at the system level.

*Our commitment to Te Tiriti*

Inspiring Communities acknowledges Te Tiriti o Waitangi as the foundational document upon which Aotearoa New Zealand was established. Hapū Māori did not cede sovereignty when they signed Te Tiriti o Waitangi. Inspiring Communities recognises and affirms tino rangatiratanga of whānau, hapū and iwi Māori over their lands, resources, and taonga.

## **Role Purpose**

To lead the Powerdigm towards achieving its goals. This includes but is not limited to:

- Responsible for delivery against Hekenga/Pathway 3 “Influencing Change”
- Jointly responsible with IC Director for delivery against Hekenga/Pathway 2 'Evolving knowledge'
- Jointly responsible with IC Director for delivery against Hekenga/Pathway 4 ‘Organisation backbone’

The Director role will be undertaken consistently for 16 hours per week at the agreed rate. The Director can also act as a contracting Associate, earning both a fixed and variable income. The Director, Associates and Affiliates will all agree to work towards a co-created vision and mission and under a values-based code of conduct. All are expected to bring work into the business. The Director (alongside the Associates) would be required to invest 12 days per year pro-bono in business development, collaboration and project delivery, and contribute 17% of contracted rates to overhead.

## **Reports to**

Board Chair

## **Key Relationships**

### *Internal*

- Board of Trustees
- IC Director
- Operations Manager
- Communications Lead
- Powerdigm Associates and Powerdigm Affiliates – Direct reports

### *External*

- Central Government
- Local Government
- NGOs
- Academic organisations,
- Business sector
- Other clients
- Partner Organisations and Stakeholders

## **Key responsibilities/deliverables/outcomes**

### *Strategy and business development*

- Responsible for leading a collaborative process with Powerdigm Associates that agrees Powerdigm’s strategic plan in consultation with the IC Board.
- Regular review and iteration of the strategic plan and translating it into work plans and criteria that enable it to be integrated into daily decision-making and regular reporting
- Responsible for the overall operational integrity of PD’s programme of projects.
- Ensure appropriate allocation of operational resources across projects.

- Responsible for identifying and securing large income and project opportunities to sustain and grow PD's capacity, specifically by managing consultancy contracts and identifying and securing new contracts and income sources
- Maintain deeply collaborative, productive relationship with the Inspiring Communities Director, including for the purposes of evolving our knowledge of CLD in Aotearoa context, and ensuring the sustainability and credibility of IC overall.

### *Operations*

- Oversee the delivery and maintenance of management and personnel systems and processes.
- Ensure appropriate business, operational, quality assurance and risk control systems are in place and complied with.
- Ensure appropriate financial planning and control systems are in place and complied with.
- Oversee finances and budgeting, including financial reporting to the Trust Board completed by the Operations Manager.
- Closely monitor operating and financial results against plans and budgets taking remedial action where necessary and informing Trust Board of significant changes.
- Ensure operating objectives and standards are understood and followed by the team.
- Lead on the development and definition of policies, and successfully implement organisational policies and procedures, providing guidance on updates as required.

### *People*

- Provide direction and leadership to ensure the achievement of the agreed shared objectives, targets, and strategic plans.
- Develop and sustain effective working relationships with all stakeholders.
- Maintain a stable pool of consultants, oversee recruitment, onboarding, develop a growth and succession plan.
- Actively promote equality, diversity, and inclusive practices in Powerdigm.
- Lead, manage and motivate Associates and Affiliates to bring work into the business and to deliver to the agreed high standards on Powerdigm Projects.
- Ensure decisions taken by the Board are disseminated and understood by relevant associates and affiliates.

### *Governance*

- Ensure Powerdigm is compliant with all regulatory requirements including health & safety, employment law, privacy, and data protection, in consultation with the IC Director
- Ensure appropriate structures, systems and processes are in place to keep Powerdigm abreast of relevant and emerging policy and legislative changes, in consultation with the IC Director.
- Ensure that Powerdigm is ethical in all respects of its operations.
- Ensure items requiring the Board's attention are reported in a timely manner.
- Oversee preparation of Powerdigm reporting to the Board and attend Board Meetings as required.

### **Person Specification**

As the Powerdigm Director, you will have demonstrated alignment with the values and kaupapa of Inspiring Communities, and you will be enthusiastic about system-level change for Aotearoa New Zealand. You will be seen as being a credible leader by associates and affiliates, senior public sector officials, funders and other organisations.

You are collaborative in all you do internally in the organisation and externally with partners, funders, and communities. As a self-directed and self-motivated leader, some of your attributes will include:

- Proven experience in leadership and management positions.
- Depth of understanding of the mechanisms of Government and intersection between Public sector and community.
- Depth of understanding and experience of influencing change at a systems level.
- Proven experience with consultancy, contracting and other income generation activities, including bidding for Government RFPs.
- Understanding of Community Led Development practice and principles.
- Experience in finance and people management.
- Knowledge and understanding of te Tiriti o Waitangi, its application in organisational policy and practice.
- Excellent judgment, risk assessment and decision making capabilities
- Excellent communication and people skills and able to proactively and constructively resolve problems.
- Adaptive, flexible, with proven ability to work in a changing environment
- Tech skills - Very comfortable with Office, Dropbox, and able to learn and assess new programs and web applications