General Manager Position Description

THE POSITION

Field	Details
Position	General Manager - Mt Wellington Licensing Trust Group. Employed by Mount Wellington Trust Hotels Ltd and Mount Wellington Charitable Trust.
Reports to	Primarily Reports to the: • Chair of Mt Wellington Trust Hotels Ltd, and • Chair of Mount Wellington Charitable Trusts. The role will also report to the President of the Mount Wellington Licensing Trust ("**MWLT**") for business relating to **MWLT**. For certain items, the role will be accountable to the Boards of Mount Wellington Trust Hotels Ltd, Mount Wellington Charitable Trusts.
Direct Reports	External Accounting Services provider Sewart & Co for all accounting services. External grant services provider Perpetual Guardian Trust.
Dated	November 2026

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Our Organisation

Mount Wellington Licensing Trust (**MWLT**), established in 1952, is a public entity formed under the Public Audit Act 2001 and the statutory objectives of Licensing Trusts are set out in the Sale and Supply of Liquor Act 2012. Trustees are elected *every* three years. This public ownership forms the basis of the purpose of the **MWLT** group which is to "Investing In Our Community".

Mt Wellington Trust Hotels (MWTH) is a wholly owned subsidiary of **MWLT** and was established to run group commercial operations including previously owned hospitality

properties/businesses Waipuna Hotel and Conference Centre and Panmure Historic Hotel. **MWLT** group sold its hospitality assets in 2025 and the proceeds from these sales have been invested into a diversified portfolio, from which withdrawals funds operational costs, and distributions to the community.

Mt Wellington Charitable Trust (MWCT) is a registered charity, the charitable purpose is (1) to relieve poverty, (2) advance education, (3) to advance religion, (4) for the benefit of the community. The Community is defined as the Community living inside the **MWLT** boundary. **MWLT** who appoint all the Trustees.

Our Values

Our values define who we are. They guide our actions and behaviour. They influence the way we work with each other - and the way we serve and engage with the local community.

Our values are:

Kaitiakitanga	Titiro Whakamua	Manaakitanga
We lead today as trusted custodians for tomorrow.	We are ambitious and future focused.	We look out for each other and nurture our diverse community.

Job Purpose

To provide leadership and strategic direction across all the entities within the group, and work towards the best outcomes for the community in the long term.

Key Relationships

Internal	Purpose
MWTH & MWCFTChair	Direct reporting line
MWLT President	Indirect reporting line
MWTH, **MWLT** & MWCT Boards	Ensure legislative and governance compliance. Agreeing, and reporting on the delivery of key objectives.
Mapua Fund Manager	Ensure that the funds being managed in accordance with the SIPO and group is being provided with regular reports on performance and Investment Komiti reviews performance and ensures performing.
Chair of Investment Committee	Ensure Chair of Investment Committee has suitable support for meetings and reporting is provided.

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Chair of Audit and Risk	Ensure Chair of Audit & Risk Committee has suitable support for meetings and reporting is provided.
Chair of Grants Committee	Ensure Grants Committee has suitable support for meetings and reporting is provided.
Perpetual Guardian	Ensure the policy framework and grants process is appropriately followed by PG,
Direct reports	Ensure resources & service providers are available to support the required deliverables. Stewart & Co for financial and accounting services.

External	Purpose
The local community Groups Maugakiekie-Tamaki Local Board Auckland Council Potential grant recipients Lawyer Investment advisor Bank Auditors/Accountants Audit NZ / Office of the Auditor General Department of Internal Affairs (DIA) Previous Trustees Other Trusts	Be the first point of contact for the group.

Financial Responsibilities

Controls a budget: Yes

Delegated authorities to be determined.

Key accountabilities

Key Result Area - MWTH, MWCT, **MWLT**	Key accountabilities - this role is responsible for:	Key measures - we are successful when:
Investment Portfolio Management	Manage oversight of the Group's ~~$45~~ 40 million investment portfolio in partnership with Mapua, ensuring that investment management remains aligned with the Board-approved Statement of Investment Policy and Objectives (SIPO), the Group's long-term objectives and its capacity to fund operating costs and community distributions.	• Act as the principal management contact for Mapua, coordinating regular portfolio reporting and review meetings with the Investment Committee. • Monitor portfolio performance against the SIPO and agreed benchmarks, including

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		investment risk, diversification, liquidity and fees. Promptly escalate material concerns, policy departures and recommended corrective actions to the Investment Committee and relevant Boards. • Work with Mapua and the external accounting services provider to forecast investment income, cash requirements and distributions, supporting sustainable funding for operations and grants. • Support the Investment Committee and Boards with clear analysis and recommendations on the SIPO, portfolio strategy and investment arrangements. Implement approved decisions within delegated authority, without assuming the investment manager's day-to-day investment selection responsibilities. **Key measures:** Timely, accurate portfolio reporting; documented monitoring of SIPO compliance and agreed benchmarks; prompt escalation of material risks or departures; and cash-flow planning aligned with approved operating and grants budgets.

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Grants Process Management	Lead the Group's grants process and oversee the services provided by Perpetual Guardian, ensuring that grants are administered transparently, consistently and in accordance with the Board-approved grants strategy, policy framework, available funding and delegated authorities. Compliance with the SGPO	• Coordinate the grants programme with Perpetual Guardian, agreeing service expectations, application timetables, reporting requirements and responsibilities for administration, assessment and applicant communications. • Oversee Perpetual Guardian's application screening and assessment processes to ensure that eligibility, due diligence, conflicts of interest and policy requirements are appropriately addressed and documented. • Ensure that decision-makers receive clear recommendations and supporting information. Submit grants for approval to the authorised Board or decision-maker and ensure that Perpetual Guardian administers approved grants within the agreed framework. • Monitor the grants budget and commitments with the external accounting services provider, aligning payment schedules with available cash and approved funding allocations. • Oversee grant agreements, payment administration,

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		recipient reporting and accountability requirements. Escalate exceptions, complaints, overdue reporting and concerns about the use of funds to the relevant Board. • Maintain effective relationships with community stakeholders and potential grant recipients, and report to the Boards on grants activity, outcomes, service delivery and opportunities to improve the process. **Key measures:** Grants processed within agreed timetables and approved budgets; documented assessments, approvals and conflict management; timely recipient accountability reporting; and regular Board reporting on community outcomes and Perpetual Guardian's service delivery.
Community and Trustee Stakeholder Management	Build and maintain trusted relationships with the Mt Wellington Licensing Trust community and the Trustees of the Licensing Trust, supporting transparent communication, informed governance and delivery of the Group's community purpose. • Maintain an ongoing community engagement programme that provides opportunities to listen to local needs, gather feedback and explain the Trust's priorities, grants process and community outcomes. • Support Trustees in their elected representative roles through timely briefings, clear information and coordinated responses to community	• Community engagement activities are delivered to an agreed plan, with feedback and follow-up actions documented. • Trustees receive timely, accurate briefings and reporting to support governance decisions. • Community enquiries and complaints are acknowledged and addressed within agreed service standards, with

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	enquiries. • Provide balanced advice and regular reporting to the Licensing Trust on community priorities, stakeholder concerns and emerging issues. Escalate significant or sensitive matters promptly to the Chair. • Maintain constructive, impartial relationships with all Trustees, respecting collective governance decisions and the distinction between Trustee responsibilities and the General Manager's management accountabilities. • Coordinate public communications including Social Media with the Chair and authorised spokespersons, ensuring information is accurate, accessible and consistent with approved decisions. Handle enquiries and complaints respectfully, protect confidential information and report how feedback informs improvement.	significant issues escalated promptly. • Community and Trustee feedback is reviewed and reported, with agreed improvements implemented.
Board and Committee Support	Provide coordinated executive and administrative support to the Boards of Mt Wellington Licensing Trust, Mt Wellington Trust Hotels and Mt Wellington Charitable Trust, and to the Investment Committee, Audit and Risk Committee and Grants Committee, enabling informed decisions and effective oversight across the Group. • Work with each Chair to maintain an annual governance calendar, coordinate meetings and prepare agendas and timely papers containing clear recommendations, financial information and relevant risks. • Arrange accurate minutes, maintain decision and action registers, and implement approved resolutions within delegated authority. Report progress and escalate outstanding matters. • Support the Investment Committee with Mapua portfolio reports, SIPO monitoring, cash-flow information and	• Board and committee meetings and reporting are delivered in accordance with the agreed governance calendar. • Agendas, papers and minutes are accurate and issued within agreed timeframes. • Decisions and actions are recorded, tracked and completed by agreed deadlines, with exceptions escalated. • Investment, audit and risk, and grants reporting supports informed decisions, with approval authorities and conflicts of interest documented. • Chairs receive appropriate support, and governance records, induction

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	follow-up of investment decisions. • Support the Audit and Risk Committee with financial reporting, external audit coordination, risk registers, internal control updates and monitoring of compliance and audit actions. • Support the Grants Committee with Perpetual Guardian assessment reports, funding recommendations, grants budget information and recipient accountability and community outcome reporting. • Coordinate reporting between the three Boards and their committees, respecting each entity's responsibilities, committee terms of reference and approval authorities. Ensure matters requiring Board approval are referred to the appropriate Board. • Support Trustee and director induction, maintain accessible governance records and policy review schedules, and ensure confidential information and declared conflicts of interest are appropriately managed.	materials and policy review schedules remain current.
Compliance	• Ensure the organisation meets all compliance requirements, including under the Sale & Supply of Alcohol Act (2012), Companies Act 1993 and Charities Commission. • Ensure all policies, risk management and other critical governance processes as agreed with the Boards are in place, monitored and reviewed appropriately. Charities Act Companies Act Trustees Act LGOIMA	• All compliance obligations are met, with zero breaches. • Policy Register timelines met.
Strategic Planning and Group Development	Take a long-term, Group-wide strategic view to strengthen financial sustainability, organisational capability and community impact. Work with the Boards to develop and deliver a coordinated strategy that aligns investment stewardship, grants and community engagement with the Group's purpose.	• A coordinated Group strategic plan is approved by the relevant Boards and reviewed regularly. • Annual plans and budgets align with strategic priorities, with progress against agreed

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	• Lead development of a Group strategic plan with clear priorities, outcomes and resource requirements, informed by community needs, stakeholder feedback and the external environment. • Identify and evaluate opportunities to build the Group through partnerships, improved services, innovation and sustainable income or funding arrangements. Present options and business cases to the relevant Boards, assessing benefits, costs, risks and alignment with each entity's purpose. • Translate approved strategy into annual business plans, budgets and measurable milestones, coordinating delivery across the Group and its external service providers. • Balance current operating and grants commitments with long-term investment resilience and organisational capacity. Recommend improvements to systems, governance support and service delivery that strengthen the Group's effectiveness. • Monitor strategic progress and emerging opportunities and risks, report to the Boards and recommend adjustments. Implement significant changes only within approved plans and delegated authority.	milestones reported to the Boards. • Group development proposals include clear business cases, risk assessments and required approvals. • Financial sustainability, organisational capability and community outcomes are monitored against Board-agreed measures. • Approved partnerships and improvements deliver their agreed benefits, with corrective actions taken where required.
Financial Control & Audit	• Manage the Trust's operational budget, cash flow requirements, and banking facilities. • Prepare annual financial statements in collaboration with external accountants and lead the annual audit engagement with Audit New Zealand (acting on behalf of the Office of the Auditor-General). • Manage outsourced service providers, including IT, legal, accounting, communications, and audit partners.	• Reports to Board in time, • Audit completed in a timely fashion.
Reputation, Media & Civic Engagement	• Address a core strategic challenge: actively build and protect the Trust's public identity and community goodwill	•

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	in an era where it no longer operates visible pubs or retail outlets. • Oversee the Trust's digital channels, website, annual reporting, media releases, and community showcase events to highlight how the fund benefits local residents. • Support the Trust President as the primary operational spokesperson on civic and local community matters.	
People & Values	• Create a values-based culture across the group.	• Positive feedback is received from stakeholders.

Work Complexity

Most challenging duties or most complex situations to manage include:

- Working with multiple boards, made up of a mix of elected and independent trustees and directors
- Responsible for the community engagement that is associated with the elected trustee model.
- Responsible for the grants strategy that invests in the local community.
- Responsible for managing community engagement in the granting process.
- Significant element of public entity compliance and reporting requirements

THE PERSON

Qualifications/experience/skills

Component	Description	Level
Tertiary qualification	A relevant degree in business, finance, management, public administration or a related discipline, or equivalent senior leadership experience.	Desirable
Further qualifications and development	Relevant postgraduate study or professional development in governance, investment oversight, risk management or philanthropy.	Desirable
Leadership and strategy	Senior leadership experience developing and delivering strategy, annual plans and budgets; building organisational capability; and leading change across a multi-entity organisation or a comparably complex setting.	Essential
Investment oversight	Experience overseeing an investment portfolio or comparable financial assets, working with external investment managers and governance committees. Ability to interpret portfolio performance, SIPO	Essential

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	compliance, risk, liquidity and fees, while respecting delegated authority.	
Grants and community outcomes	Experience overseeing grants, philanthropy or comparable community funding programmes, including assessment, due diligence, conflicts of interest, budgets, recipient accountability and outcome reporting.	Essential
Governance and compliance	Experience advising and reporting to Boards and supporting committees, preparing decision papers and implementing approved resolutions. Sound understanding of governance, statutory reporting, risk management and the separation of governance and management.	Essential
Community and Trustee engagement	Experience building trusted relationships with community stakeholders and elected representatives, facilitating engagement and handling enquiries, complaints and sensitive issues impartially.	Essential
External service provider management	Experience managing outsourced services, setting service expectations, monitoring delivery and coordinating investment, accounting, legal, audit and grants support.	Essential
Public entity and charitable sector experience	Experience in a licensing trust, public entity, registered charity or a similar community-accountable organisation.	Desirable
Financial and analytical skills	Strong financial literacy, including budgets, cash-flow forecasts and financial statements. Ability to evaluate business cases, identify risks and balance long-term financial sustainability with community funding commitments.	Essential
Communication and relationship skills	Clear written and verbal communication, including concise Board papers and accessible public communications. Strong listening, relationship-building, negotiation and conflict-resolution skills.	Essential
Integrity and personal attributes	Demonstrated integrity, sound judgement, discretion, political neutrality and respect for confidentiality. High self-awareness and emotional intelligence, with an inclusive, values-led approach to Trustees, directors, service providers and the community.	Essential
Delivery and adaptability	Ability to translate strategy into practical priorities, manage competing demands, track actions and deliver agreed outcomes. Adaptability, initiative and the ability to lead change and coordinate people and providers effectively.	Essential
Political & Social	Understanding of the socio-economic dynamics, cultural	Desirable

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Acumen:	diversity, and local community landscape of **MWLT** area.	

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