



## POSITION DESCRIPTION

**Position:** Chief Executive  
**Date drafted:** December 2021

**Responsible to:** The Chair and Board of the Recovery Trust

### **Our ambition is to eliminate the environmental harm from synthetic refrigerants in New Zealand.**

The Trust for the Destruction of Synthetic Refrigerants – trading as Recovery – has for almost 30 years been involved in the managed destruction of New Zealand’s end-of-use synthetic refrigerants, and Recovery’s collection and destruction activity to date has prevented more than 1,200,000 tonnes of CO<sub>2</sub>eq greenhouse gas emissions, in addition to 500,000 tonnes of ozone depletion. All this work has been carried out by Recovery on behalf of the wider refrigeration and air conditioning industry on a charitable basis, funded by participating companies’ voluntary levies on imports of synthetic refrigerants.

Recovery Trust intends to become a regulated Product Stewardship Organisation (PSO), with plans already in place to develop and build New Zealand’s first gas destruction facility in Kawerau. As PSO, it aims to decrease the NZ environmental impact of F-gases by at least 90% from 2019 levels by 2035.

Recovery is in the process of applying to be the accredited PSO for synthetic refrigerants under the Waste Minimisation Act 2008. With its history, independence, aligned purpose and financial resources, Recovery is the organisation best suited to lead the sector as PSO. Synthetic refrigerants, or fluorinated gases, have been determined by the Minister for the Environment as one of 6 waste streams that can be appropriately managed via a product stewardship system. And F-gases are estimated to contribute around 2.5% to New Zealand’s greenhouse gas emissions, so their management contributes to NZ’s government commitments to reduce greenhouse gas emissions.

Along with providing ongoing services for the effective destruction of end of use synthetic refrigerants, the objects of the trust, as stated in the Trust Deed set out Recovery's aim to become the PSO for these gases.

To match government requirements for all PSOs, the trust has been restructured to be led by an independent chair along with up to 6 additional trustees appointed to provide a wide balance of skills as well as broad representation from across all sectors utilising and handling refrigerants. Over the last 30 years, Recovery has accrued substantial financial resources to enable it to act as PSO without any initial need for financial support or levies on the industry.

### **Our Challenge**

Recovery needs to manage organisational change to meet the requirements to become a PSO, and then deliver on the aspirational goal.

### **Key Performance Measures**

#### Environmental

- Total volume and GWP of SRs imported each year
- Consolidated SR leak reporting and analysis (from SR recharge reports)
- Total volume and GWP of SRs collected for destruction each year

#### Sector Leadership

- Satisfaction with Recovery's activities, including collection services provided, measured by sector survey
- Participation and activity summary for industry working groups

#### Community Awareness

- Survey on general public awareness of SR GWP, obligations to use trained installers and maintenance staff, and on end-of-life equipment disposal requirements

#### Incentive schemes

- Reports on the impact of incentive schemes to replace high GWP gases, or high GWP SR containing equipment.

#### Technical and regulatory progress

- Detail any permanent changes in technical standards, training standards or regulations that will permanently impact on reduced environmental harm from SRs in the future

#### Benchmarking

- Where possible, compare New Zealand's progress in eliminating the environmental harm from SRs with world's best performance in other countries and jurisdictions

### **Core Activity Summary**

To meet the governments requirements as a PSO and to achieve our aspirational goal, Recovery will undertake the following core activities:

- Communication and education
- Assisting with sector best practice
- Ensuring industry training and qualifications remain relevant to achieve the trust's environment goal
- Ongoing and improved collection, transportation and destruction of end-of-use F-gases
- Possible refrigerant substitution services and capital replacement incentives to move more quickly to low GWP systems
- Assisting the government with ongoing regulation and performance monitoring, including:
  - Large refrigerant containing plant independent audit
  - Advice on banning certain F-gases and F-gas containing equipment when alternatives are widely available

All supported by a corporate leadership structure and detailed information and reporting.

### **Collection and Destruction**

Recovery will provide wide reaching and free services for the collection of end-of-use SRs. This will include country wide drop-off locations for commercial operators, and a mobile decanting service for all regulated dismantlers of vehicles, fridges and freezers, and air-conditioning units.

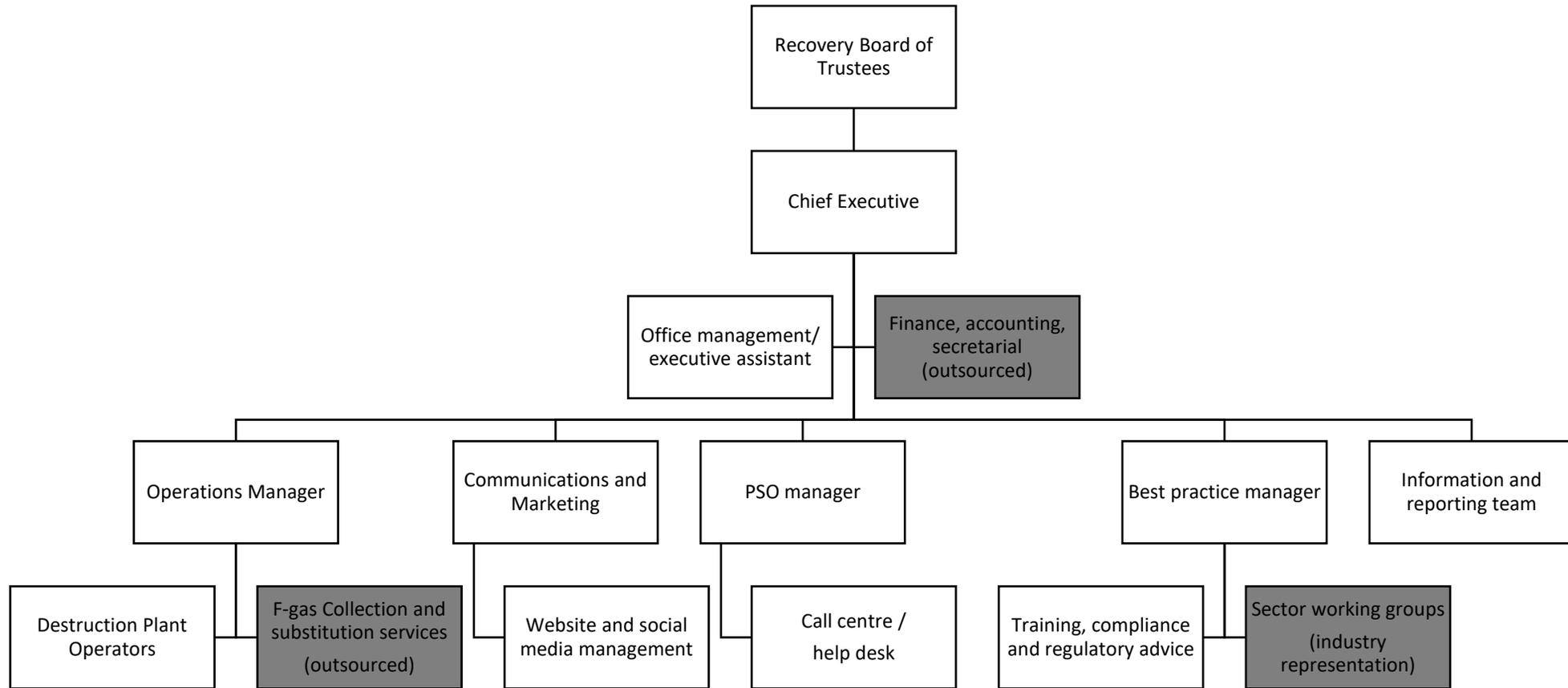
For avoidance of doubt, Recovery's services are for SRs only and will specifically exclude any collection of natural refrigerants.

Recovery intends, through a subsidiary company, to build a state-of-the-art destruction facility in New Zealand for the destruction of SRs via the most environmentally appropriate process. This facility will be expanded as required to meet demand, or a second plant might also be built at an alternative location if required. While the plant's primary purpose will be to destroy SRs, the plant might also be available to destroy other F-gases and harmful chemicals on a commercial basis.

### **Resource expectations**

All collection and destruction of SRs will be managed centrally by Recovery's operations manager. Recovery will fund and build a destruction facility via a wholly owned subsidiary company. Collection and SR recovery services will be contracted out on a competitive basis to suitably qualified persons and businesses across NZ.

# Proposed Organisation Structure



**Purpose Statement:**

The PSO establishment Chief Executive will help the Trust develop the new organisation framework and strategic intent, identify and recruit the team, locate Wellington-based premises, and engage widely with Ministers, Government agencies and key sector stakeholders. The CE will develop a suite of activities to ensure the PSO follows best practice and is successful in meeting its goals.

| KEY ACCOUNTABILITY AREAS   |  | OUTCOMES  |
|--|--|---|
| To work directly, independently, and as part of wider staff team within the Recovery Trust. You will be accountable for: |  |   |
| Establishment  | <ul style="list-style-type: none"> <li>• Work closely with the Chair and Board to help establish the framework for the PSO</li> <li>• Develop a vision statement and organisational values and expected culture</li> <li>• Contribute to the securing of appropriate office premises in Wellington</li> <li>• Identify and help recruit appropriate staff as the organisation grows</li> </ul> | <ul style="list-style-type: none"> <li>• The PSO is established as required and within notified timelines and within budget</li> </ul>  |
| Strategic planning   | <ul style="list-style-type: none"> <li>• Collaborate with the Board to facilitate annual and long-term plans</li> <li>• Develop Board reporting mechanisms</li> <li>• Support and provide timely reliable advice to the Board</li> </ul>   | <ul style="list-style-type: none"> <li>• Strategic plans are in place</li> <li>• Regular reports on progress on strategic plan objectives</li> </ul>  |
| Board Support  | <ul style="list-style-type: none"> <li>• Provide effective support to Chair and Board members</li> </ul>   | <ul style="list-style-type: none"> <li>• Board members receive the information and support they need to be effective in their governance role</li> </ul>  |
| Operations   | <ul style="list-style-type: none"> <li>• Effectively execute all expected functions through adequate resourcing and appropriate delegations to staff</li> <li>• Ensure processes and systems support the efficient delivery of all tasks</li> </ul>  | <ul style="list-style-type: none"> <li>• Appropriate facilities and resources are in place</li> <li>• Business processes are streamlined and effective</li> </ul>   |
| Te Tiriti o Waitangi   | <ul style="list-style-type: none"> <li>• Uphold the principles of Te Tiriti o Waitangi</li> <li>• Work in partnership with Māori</li> <li>• Foster cultural competencies and ensure cultural safety within the organisation and in external interactions</li> </ul>  | <ul style="list-style-type: none"> <li>• Services are delivered in a culturally safe manner</li> <li>• The organisation's responsibilities for effective and respectful interaction with Māori are met</li> </ul> |

|                            |   |  |
|----------------------------|---|--|
| Staff management           | <ul style="list-style-type: none"> <li>• Ensure recruitment and management of staff, including performance management are carried out in accordance with best HR practices and compliance with statutes including the Employment Relations Act and the Health and Safety in the Workplace Act</li> <li>• Ensure staff have adequate support, timely feedback and appraisals, including annual reviews and professional development plans</li> </ul> | <ul style="list-style-type: none"> <li>• Staff are engaged and productive</li> <li>• Performance reviews are undertaken</li> <li>• Employee assistance programme in place</li> </ul> |
| Financial                  | <ul style="list-style-type: none"> <li>• Prepare and manage annual budget and operate within resources</li> <li>• Regularly report and advise the Board of the financial position</li> <li>• Ensure compliance with relevant legislation</li> <li>• Liaise with auditor</li> </ul>  | <ul style="list-style-type: none"> <li>• Annual budget is set</li> <li>• Financial reporting is regular and understandable</li> </ul>  |
| Policy                     | <ul style="list-style-type: none"> <li>• Ensure relevant and robust policies to guide operation of all responsibilities are in place with an appropriate system for regular review</li> <li>• Implement policies ensuring processes and systems are effectively resourced and managed to carry out all functions</li> </ul>   | <ul style="list-style-type: none"> <li>• Up to date and relevant policies are in place to guide all office processes</li> </ul>  |
| Stakeholder relationship   | <ul style="list-style-type: none"> <li>• Foster professional and collaborative relationships with key stakeholders, including the relevant government agencies, Ministers and their staff</li> <li>• Participate in sector engagement</li> </ul>  | <ul style="list-style-type: none"> <li>• Good relationships are maintained with stakeholders</li> </ul>  |
| Communication              | <ul style="list-style-type: none"> <li>• Oversee and/or produce relevant communications and reports</li> <li>• Ensure communication channels, including the website are current and consistent with emerging trends</li> <li>• Contributing to professional forums</li> </ul>   | <ul style="list-style-type: none"> <li>• Communications are regular and up to date with developing technology</li> </ul>   |
| Media and Public Relations | <ul style="list-style-type: none"> <li>• Respond to media enquiries, and issue media statements</li> <li>• Conduct media interviews</li> </ul>  | <ul style="list-style-type: none"> <li>• The organisation is viewed as transparent and committed to its purpose</li> </ul>   |
| Risk and compliance        | <ul style="list-style-type: none"> <li>• Ensure all policies and procedures comply with all relevant legislation</li> <li>• Ensure all risks are identified, managed and monitored</li> </ul>   | <ul style="list-style-type: none"> <li>• Relevant risks are identified and appropriate mitigation strategies in place</li> </ul>   |

## **Person specification**

### **Qualifications**

A tertiary qualification

### **Skills and Knowledge**

- Experienced senior leader who has experience developing a business unit or organisation from scratch
- An effective people leader
- Strategic in your thinking
- Experience or a strong appreciation of environmental issues and the impact of refrigerants on climate change
- You must be well-connected in Wellington with Government and have experience working with Ministers
- Experience working with and/or reporting to a Board
- Understanding of the principles of partnership under Te Tiriti o Waitangi
- Excellent communication skills and relationship management
- Experience in preparing and managing budgets
- Experience in managing IT systems and technology is desirable

The position may suit a person who is seeking part-time hours in the initial set-up stages of the PSO.