

POSITION DESCRIPTION



Position: Chief Executive
Location: Tauranga
Reports to: Chairperson and Board

New Zealand Certified Builders

New Zealand Certified Builders (NZCB) is a membership organisation whose purpose and vision is to support its members to succeed and excel in building and business, and to be recognised and respected as the association of choice for qualified building professionals in New Zealand. It plays an important role in advocating for NZCB's members with relevant key stakeholders.

NZCB is the only builders' association in New Zealand with strict minimum entry criteria (being a recognised industry trade qualification in carpentry). It has an extensive membership of builders throughout New Zealand who proudly carry the NZCB stamp of approval - each builder is trade qualified with a strong history of stability and success.

Purpose of the Role

The Chief Executive is responsible for providing strategic direction and team leadership that ensures the delivery of NZCB's strategic goals and objectives, governance and operations, and engagement with the Board. The Chief Executive is a key relationship builder and influencer across a range of strategic stakeholders and partners, and a strong advocate for NZCB's 2,300 business members.

The role will lead a team of around 13 and will be responsible for an annual operating budget of \$3.5m.

Key Accountabilities

Strategy, Planning & Governance

- Implement the strategic goals and objective of the organisation for the benefit of its members.
- Formulate policies and planning for Board approval including input into the development of the two-year strategic plan for 2022-2024.

- Provide direction, leadership and support toward the achievement of the organisation's purpose and vision and its annual goals and objectives.
- Build and maintain knowledge of new developments/trends among the current and potential membership base and consumers to ensure a provision of relevant services and support to members, and that homeowners choose a NZCB member.
- Enable the Board to fulfill its governance function through supporting the operations and administration of the Board.

Relationships, Engagement and Advocacy

- Develop and foster trusting and proactive working relationships with members and consumers.
- Develop and maintain excellent working relationships with NZCB's strategic and national partners.
- Provide advocacy and build relationships with government, government agencies and other regulatory bodies.
- Actively seek and act upon opportunities to promote and market NZCB (and its brand) and manage media relationships around issues of interest to members, consumers and stakeholders.
- Ensure the organisation and its mission, programmes, products and services are seen by industry stakeholders as strong, relevant, and positive.

Programme, Product & Service Delivery

- Oversee the design, marketing, promotion and delivery of quality programmes, products and services.
- Identify resource requirements and potential funding sources.
- Put in place frameworks for developing proposals and fundraising strategies.

Team Leadership

- Create and foster a positive and highly collaborative team culture.
- Develop and maintain a well-functioning and cohesive team that ensures the delivery of NZCB's products and services.
- Set expectations and actively manage the performance of staff ensuring performance and development plans are in place, and staff receive regular coaching and feedback.

- Ensure appropriate human resource plans and processes are in place to meet organisation objectives and legal compliance requirements. This includes staff engagement, recruitment, professional development, performance management, remuneration review, induction and training, and other employment conditions.

Financial & Operational Management

- Ensure all aspects of NZCB's financial, administrative, and contractual performance are delivered.
- Ensure NZCB is a financially stable business by prudent management of budget and use of funds.
- Prepare annual management plans and annual budget for Board approval.
- Lead business planning activities.
- Increase revenue through the development of new funding streams.
- Develop operational policies and procedures.

Risk Management

- Ensure NZCB complies with all statutory and regulatory obligations.
- Ensure business continuity plans are in place and regularly monitored and updated.
- Comply with all business, financial and HR policies and procedures.
- Ensure knowledge and understanding of health, safety and wellbeing.
- Comply with health and safety policies and procedures.

Key Relationships

- New Zealand Certified Builders Ltd, Certified Builders Ltd, CBANZ Ltd, CBANZ Insurances Ltd, CBANZ Guarantee Ltd, Industry Training Association, Building Apprenticeship Scholarship Trust and relevant government building policy/regulatory agencies and other key building sector organisations.

Representations

- Relevant bodies including the New Zealand Construction Industry Council and the Construction Safety Council.

Person Specifications

This Chief Executive role requires a credible senior leader with strategic and commercial expertise and experience in a membership organisation or similar. The ideal person for this role could come from a variety of backgrounds. Building sector knowledge/experience is valuable but not essential. The more important criteria are a high integrity, an alignment of values with, and a genuine passion for, NZCB's vision and work.

Knowledge, Skill & Experience

- Senior executive experience and experience working with a Board.
- An understanding of the commercial aspects of running a business.
- Experience, connections and savvy in partnering and engaging with government and the private sector.
- Able to quickly learn a new sector/industry and build knowledge and contacts.
- Strategic thinking with the ability to translate big picture thinking into measurable goals and objectives.
- Collaborative leadership with experience of building a team culture of shared accountability and commitment.
- Excellent communication and interpersonal skills with a desire to engage with a wide range of stakeholders.

Personal Qualities

- Credible, with integrity and a passion for excellence.
- Collaborative team player who enjoys working with others, building trust, and delivering outcomes.
- Ability to lead an organisation through opportunity and challenge.