

## **Maxim Projects Limited – Position Description - DRAFT**

**Role Title:** Area Manager

**Reports to:** General Manager Construction

**Direct reports:** Job Managers for Area

**Role Purpose:** Effectively manages multiple construction projects and Area Operations for the Maxim Group in a particular Area so that all work is completed to required standards, within the time frames and budget agreed.

**Location:** This role is based in the Christchurch Head Office, currently located at 238 Annex Road, Christchurch however the Area Manager will be required to travel throughout New Zealand as appropriate to ensure responsibilities are effectively undertaken.

### **Key Relationships:**

- The Area Manager leads a team of Job Managers.
- The Area Manager works closely General Manager Construction and the senior management team.
- The colleagues of the Area Manager are the other Area Managers.
- The Area Manager works with key suppliers, stakeholders and clients.

### **Key Objectives of the Area Manager:**

The Area Manager is responsible for:

- Ensuring all construction projects run smoothly and are appropriately resourced to ensure completion of the work to the Maxim standard, on time and within budget.
- Providing commercial expertise to the General Manager Construction and Senior Managers to support pricing and budget preparation.
- Effectively managing and leading the Job Managers so each employee understands their responsibilities, is equipped to perform their role and is appropriately measured and acknowledged for performance.

### **Responsibilities include:**

#### **Management of the Job Managers**

- Establishing KPI's and objectives for all direct reports and managing performance in accordance with these measures.
- Managing all direct reports using established people management practices and the Maxim performance management system.

#### **Area Operations Management**

- In conjunction with appropriate Senior Managers, plan and resource each construction project or work; ensuring pricing, budgets and all commercial aspects of each project or work meets Maxim requirements.
- Oversees and provides guidance to Job Managers and Senior Managers on each construction project or work so that problems and challenges are resolved and that work is completed to the Maxim standard, on time and within budget.
- Ensures established procedures are adhered to. Implements procedures through training and support to all Area Job Managers.
- Provides reporting as required to General Manager Construction.

#### **Commercial Support and Risk Management**

- Provides commercial support to the General Manager Construction to support preparation of pricing, budgeting and other commercial negotiations.
- Assesses commercial and business risks of all Area construction projects and work. Makes recommendations to the General Manager Construction as appropriate and implements risk mitigation strategies as required.
- Monitors potential risks and reports to General Manager Construction as risks arise or mitigation strategies are implemented.

#### **Relationship Management**

- In conjunction with the General Manager Construction, actively manages relationships with Key suppliers and Stakeholders to ensure working relationships are maintained in an effective and positive manner.
- Proactively manages relationships with all Area clients ensuring communication with the client is open and appropriate, problems are resolved quickly and effectively and the reasonable expectations of clients are met.

#### **Team**

- With the General Manager Construction and the other Area Managers, develops a strategic and operating plan for the Area Management team.
- Actively participate in team meetings, contributing ideas and undertaking actions and responsibilities agreed.
- Supports colleagues to ensure the Area Manager team achieves objectives.

This is not an exhaustive list of responsibilities and the Area Manager will be required to undertake any other task or action reasonably requested by the General Manager Construction.

#### **Skills required:**

In order to perform the responsibilities listed and achieve success in the role, the Area Manager will demonstrate the following skills:

- Construction Project Management skills – understanding how to effectively manage construction operations and projects to ensure work is appropriately resourced, monitored, completed on time and within budget.
- Financial acumen – understanding of pricing and budgeting within a construction context.
- People management skills – understanding how to lead and motivate strong performance in people with different responsibilities, how to effectively manage poor performance and disciplinary matters and create a collaborative and supportive team.
- Construction Industry knowledge – understanding the construction industry generally: how construction projects operate, how suppliers negotiate and work alongside construction professionals, pricing models and the complexities of the industry in practice.
- Decision making skills – understanding how to critically assess a situation and develop solutions that consider the immediate impact and the impact on the business as a whole.

#### **Behaviours required:**

In order to perform the responsibilities listed and achieve success in the role, the Area Manager will demonstrate the following behaviours:

- Works positively with colleagues to achieve goals; experience is shared and help is actively sought and proactively offered. Strong working relationships are developed and maintained across the organisation.
- Proactively assesses challenges and formulates solutions to ensure the smooth and effective running of the Maxim business.
- Actively demonstrates professionalism throughout the organisation and the industry and is a credible and trustworthy person who holds the respect and loyalty of all stakeholders.

- Strongly leads by example, provides clear expectations and direction. Causes people to believe what they do makes a difference and uses different leadership styles to achieve objectives.
- Has tenacity in pursuing goals, showing focus in the face of opposition and ensures personal goals are aligned with the company objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the organisation, regularly contributes to formulating goals.
- Makes the insightful, timely decisions in difficult, high complex situations that have broad impact across the company.
- Champions the 'quality cause', sets directions, defines standards and values and embeds continuous improvement inside and outside areas of responsibility.
- Displays strong commercial acumen. Analyses key drivers, opportunities and competitive advantages to develop strategies to benefit the business.
- Strives to keep a constant "eye" on the market through building rapport with key contacts, networking and keeping up to date with market information through research in various media/formats.

### **Policies and Procedures**

Maxim has developed policies and procedures to guide employee's behaviour in respect to a variety of employment related matters. It is an obligation of your employment with Maxim that you adhere to these policies and procedures. All employees have access to these policies and procedures which are held on the XXX Drive.

### **Goals and Objectives**

As part of the annual performance appraisal process, individual goals and objectives for the year will be established and agreed upon with your Manager. The employee's performance in respect of these goals and objectives will be monitored and reviewed during the performance appraisal process.