

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

**Role Title:** General Manager Construction

**Reports to:** Managing Director

**Direct reports:** Area Managers

**Role Purpose:** As a member of the senior leadership team, effectively manages the operation of multiple construction projects for the Maxim Group so that all work is completed to required standards, within the time frames and budget agreed. Takes financial ownership and accountability for the Construction function ensuing financial performance targets are met.

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

### **Key Relationships:**

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

### **Key Objectives of the General Manager Construction:**

The General Manager Construction 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.
- Ensuring the Construction function operates profitably.
- Providing commercial expertise to the Directors and Senior Managers to support pricing and budget preparation.
- Effectively managing and leading the Area 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 Area 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.

#### **Operations Management**

- Develops and implements an annual operating plan to support the strategy of Maxim as a whole.
- 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 Area 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.

- Reviews and establishes procedures to support the construction operations. Implements procedures through training and support to all relevant Maxim members.
- Provides reporting as required to Directors and Senior Management.

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

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

#### **Financial Performance**

- Actively manages the time, cost and resource budgets of the Construction Function so that the function as a whole and for each project is profitable.
- Ensures all work is appropriately and accurately priced and invoiced to the client and that all invoices are paid within the time agreed. Actively resolves all issues around invoicing so that credits are minimised.
- Reports monthly to the Directors on key measures including profitability and variance to budget.
- Provides additional reporting as required to Directors and Senior Management.

#### **Relationship Management**

- In conjunction with the Directors and Senior Managers, actively manages relationships with Key suppliers and Stakeholders to ensure working relationships are maintained in an effective and positive manner.
- Manages internal relationships with Senior Managers, proactively seeking to support decision making, trouble shoot problems and resolve challenges.

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

#### **Skills required:**

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

- Operations Management skills – understanding how to effectively manage large scale multi-site and disciplined operations to ensure work is appropriately resourced, monitored, completed on time and within budget.
- Financial acumen – understanding how to measure financial performance, increase revenue and control costs effectively together with a strong 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 General Manager Construction 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.