

FOSTER CONSTRUCTION GROUP POSITION DESCRIPTION

Foster Construction Group Limited (FCGL) and its subsidiaries are ultimately owned and controlled by individuals who are committed to living the Fosters values, and contributing value to the Foster Group through the full utilisation of their passion, skill and experience. The success and future sustainability of the Foster Group is based on its people.

We recognise that each person is an individual with their own personality, character, skills and experience. This diversity adds to the richness of the Foster Group, and we encourage each person to bring their true self to the role. This however needs to be within the context of the Foster Group vision and values.

Foster Group Vision and Values

The Foster Group has a combined Vision of 'Great Communities through Strong Foundations'. This vision speaks to why we exist, to create Great Communities. Great Communities are created when we work with clients and consultants to deliver public and private property that transforms the way people live, work and play in our communities. Great Communities are also created when we treat each other as we want to be treated, with respect and seeking to build relationships around us.

This vision speaks to how we will do this, which is to build Strong Foundations. This speaks to the way we go about our property work, with a level of quality and solidity that builds the Foster brand. Strong Foundations also speak to the sustainable manner in which we run the Foster Group, ensuring we are building future leaders, growing our supply chain and are profitable.

We will achieve our vision through 5 strategic pillars:

1. Connected Communities
2. People and Culture
3. Innovation and Investment
4. Sustainable and Resilient
5. Operational Excellence

While there is any number of key values we could choose for the Foster Group, the values that we have chosen are:

Relationship We value relationships and will act in a way that restores, maintains and grows relationships around us

Leadership We act in a leadership role on projects and in our community

Passion We are passionate about transforming the way people live, work and play in our communities

Integrity We are without compromise in the way we behave

Everyone at Fosters impacts how we achieve our vision. Whether you are based on site, or in the office (or anywhere in between), you have an important role to play in the success of Fosters by ensuring the job you have to do is done to the best of your ability.

The way we get there is through our 5 Make It Principles.

1. EASY 2. SAFE 3. HAPPEN 4. RIGHT 5. A SUCCESS

SITE MANAGER

Purpose of position	The purpose of this position is to take responsibility and be accountable for the performance of the onsite construction process. Also, to ensure that the quality, time, and cost objectives are met.
Primary objectives	<ul style="list-style-type: none"> • Health and safety of employees. • Establish and maintain a superior workforce. • Develop an employee-oriented company culture that emphasises quality, continuous improvement, key employee retention and development, and high performance. • Complete and present projects on time, within budget, and to specification.
Reports to	Construction Manager / Project Manager
Function	Deliver
Supervision received	Supervision is provided by the Construction Manager / Project Manager: position does require ability to perform tasks and responsibilities with no supervision.
Supervision exercised	<ul style="list-style-type: none"> ✓ Leading Hands ✓ Carpenters ✓ Apprentices ✓ Subcontractors ✓ Suppliers
Key relationships	<p>Internal</p> <ul style="list-style-type: none"> ✓ Carpenters ✓ Apprentices ✓ Plant & Equipment Manager ✓ Construction Manager ✓ Project Manager ✓ EHSR Manager ✓ EHSR Advisors ✓ Chief Operating Officer <p>External</p> <ul style="list-style-type: none"> ✓ Subcontractors ✓ Suppliers ✓ Clients

Key duties and responsibilities	Deliverables / Outcomes
1. Environmental, Health, Safety, and Regulatory (EHSR)	<ul style="list-style-type: none"> ✓ Ensure that Fosters EHSR plans are being actively followed on each site. ✓ Make recommendations to improve the effectiveness of EHSR plans. ✓ When on site, take an active role in identifying hazards and unsafe behaviours. ✓ Follow EHSR policies on accident / incident reporting. ✓ Act promptly and in accordance with EHSR procedures for emergency and environmental situations. ✓ When required, attend, and actively participate in the company's EHSR programmes. ✓ Ensure your behaviour is consistent in taking the safety of both yourself and others seriously. ✓ Follow appropriate manual handling techniques for manual tasks including lifting and moving items. ✓ Follow safety and environmental practices for handling building products, fluids, waste products, and hazardous materials.
2. Leadership	<ul style="list-style-type: none"> ✓ Consciously create a workplace culture that is consistent with the identified vision, guiding principles, and values of the organisation. ✓ Promote and operate an effective two way communicate network that is based on integrity, openness, honesty, and trust. ✓ Foster a spirit of teamwork and unity among all sections of the business; working effectively together to enable each employee to succeed. ✓ Coach, mentor, and develop staff, including new employee and provide career development planning and opportunities. ✓ Lead employees to meet the organisations expectations for productivity, quality, and goal accomplishment. ✓ Appropriately communicate organisation information through site meetings, one-on-one meetings, and appropriate email, and regular interpersonal communication. ✓ Empower employees to take responsibility for their jobs and goals; delegate

	<p>responsibility but retain overall accountability.</p> <ul style="list-style-type: none"> ✓ Communicate with the Project Manager on any staff issues. ✓ Resolve staff conflict where able or refer to Construction Manager / Project Manager.
3. Job management	<ul style="list-style-type: none"> ✓ Provide input to the initial construction programme. ✓ Ensure the construction programme is kept up to date reflecting the current status of the construction project. ✓ Monitor project performance against the construction programme. ✓ Communicate with the Project Manager and Quantity Surveyor any delays that could require extensions of time. ✓ Actively communicate with subcontractors on forward work plan. ✓ Communicate with consultants in line with project protocols to obtain information. ✓ Attend site meetings and actively contribute. ✓ Be aware of costs on the job and ensure the most efficient use of resources. ✓ Liaise with local authority as required throughout the project for inspections and issue of compliance documentation.
4. Financial	<ul style="list-style-type: none"> ✓ Assist in managing the overall budgetary and financial responsibilities of the project. ✓ Make business decisions that are financially responsible and justifiable, in accordance with organization policies and procedures. ✓ Take corrective action to address any negative variances between actual and budgeted expenses.
5. Quality control	<ul style="list-style-type: none"> ✓ Provide checks to ensure subcontractors and site staff are completing work in accordance with contract documents. ✓ Communicate with subcontractors and site staff where the quality of work is not up to standard in a timely fashion. ✓ Monitor record keeping and ensure an appropriate record is kept on file of all events, instructions, and meetings. ✓ Identify potential risks in the construction process and implement steps to minimise these risks.

	<ul style="list-style-type: none"> ✓ Check quality and quantity of materials delivered to site. ✓ Provide supervision of repairs to defects post practical completion to ensure defects are remedied with expediency. ✓ Ensure appropriate NZ Standards are available and used.
6. General	<ul style="list-style-type: none"> ✓ Ensure that Fosters retains its professional profile through its staff, site presentation, operating of vehicles, and customer service. ✓ Support the company culture and the model the way for others to follow. ✓ Provide verbal and written reports as and when requested. ✓ Communicate regularly with other managers and designated contacts within the organisation. ✓ Keep clients informed and proactively work with clients and their consultants through project issues. ✓ Through client contact (past, present and future) promote Fosters as a high quality and competitive construction company. ✓ Be constantly aware of the consequences of actions on site with regards to client relations. ✓ Direct any media enquiries to the CEO. ✓ Perform any other duties as required for the efficient running of Fosters.
Specific key performance indicators (KPI's) that <u>meet</u> expectations	Deliverables / Outcomes
1. Environmental, Health, Safety, and Regulatory (EHSR)	<ul style="list-style-type: none"> ✓ You have followed all EHSR policies and procedures. ✓ You have behaved in a manner that keeps yourself and others safe at all times
2. Leadership	<ul style="list-style-type: none"> ✓ A culture aligned with organisation's values and beliefs. ✓ The team working collectively and with a positive team spirit. ✓ Evidence of staff growth & development. ✓ Team performing at the level required to achieve an effective / efficient project.
3. Job management	<ul style="list-style-type: none"> ✓ Having provided input into the initial construction programme. ✓ Construction programme is up to date. ✓ Project performing in line with programme.

	<ul style="list-style-type: none"> ✓ Effective and timely communication has occurred with all the relevant people. ✓ Meetings have been attended and full participation has occurred. ✓ Resources have been managed effectively and efficiently.
4. Financial	<ul style="list-style-type: none"> ✓ Project coming in on target or below. ✓ No unnecessary expenditure. ✓ Providing sound reasons for actual versus budget variances. ✓ Post project review completed and documented. Minutes to include positives, negatives, and suggestions to improve future projects.
5. Quality control	<ul style="list-style-type: none"> ✓ Completed work is at the level required, both to the client's and Foster's standards. ✓ Poor workmanship has been addressed in a timely manner and there is documented evidence to support corrective action taken. ✓ Risks are identified and steps have been taken to minimize each risk.
6. General	<ul style="list-style-type: none"> ✓ A professional image portrayed throughout the marketplace. ✓ A value's-based culture. ✓ Reports that are understandable, comprehensive, accurate and delivered on time ✓ Receiving positive feedback and or no negative feedback from clients. ✓ Repeat business. ✓ Business secured by way of referral. ✓ A willingness to go that extra mile and do whatever it takes to ensure that the business succeeds.
Specific key performance indicators (KPI's) that <u>exceed</u> expectations	Deliverables / Outcomes
1. Environmental, Health, Safety, and Regulatory (EHSR)	<ul style="list-style-type: none"> ✓ You are an active member of the Health and Safety Committee.
2. Leadership	<ul style="list-style-type: none"> ✓ You have completed a Fosters Leadership Programme and are ready for promotion to a site manager position.
3. Job management	<ul style="list-style-type: none"> ✓ Job has been achieved without any major events, incidents, or disputes.

4. Financial	✓ Jobs have exceeded the budgeted contribution.
5. Quality control	✓ You have recorded less defects on your assigned projects than normally acceptable.
6. General	<ul style="list-style-type: none"> ✓ You have always gone the extra mile. ✓ You are a current recipient of a Fosters Award.
Qualifications	✓ A relevant trade qualification, NZ Carpentry Certificate.
Experience	<ul style="list-style-type: none"> ✓ A minimum of 4 - 6 years' site management experience in NZ, ideally with a well-known main contractor. ✓ Exposure to working on a range of construction projects \$5m plus, with a successful performance record of running site teams and delivery excellence on projects. ✓ Solid understanding of relevant legislation and industry compliance standards ✓ Strong focus on planning and working to the program at hand. ✓ Solid knowledge of construction methodologies. ✓ Passion for health & safety and providing strong leadership and enforcement of company policies and procedures. ✓ Strong people and leadership skills with the ability to manage complex relationships with multiple stakeholders using positive means.
Tools of trade	<ul style="list-style-type: none"> ✓ Phone ✓ Laptop ✓ Van