

Position Description

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| Title: | General Manager |
| Reports to: | Chief Executive Officer |
| Responsible for: | <ul style="list-style-type: none"> To manage the overall operations and resources of the company to ensure the achievement of the organisation's strategic goals |
| Functional Relationships with: | Board Members Senior Leadership Team Key Clients |
| Direct Reports: | Chief Financial Officer General Manager of Construction Commercial Manager Business Development Manager General Manager of People and Culture Regional Managers |

Job Specifications and Expectations:

| Key Tasks | Expected Results |
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| Leadership and Management: | <ul style="list-style-type: none"> Leads the development and deployment of business strategies, communicating financial information and linking across all facets of the business in a positive manner. Communicates effectively at all levels. Delivers on promises, meeting deadlines and maintaining procedures and policies to comply with Livingstone expectations and statutory obligations. Efficiently uses all personnel and capital resources to deliver a consistent level of excellence, quality and profitability, whilst continuously improving efficiency. Maintains own professional development. |
| Strategic Management: | <ul style="list-style-type: none"> Develops and implements an annual organisational strategic plan that is in line with the boards vision and will help achieve the overall business goals. Develops a long term (5 year) set of strategic goals that map out the future direction of the business for the organisation. Participates in the development and deployment of business strategies, communicating financial information and linking across all facets of the business in a positive manner. |
| Management of Direct Reports: | <ul style="list-style-type: none"> Manages, motivates and mentors all direct reports to ensure high performance across the whole division. Sets clear expectations for direct reports. Staff performance is monitored, and development and corrective actions taken when required Annual performance appraisals are conducted within timeframe Supports career goals and provide challenging work opportunities for direct reports. Education and development plans are being met and records kept. Coaches and mentors' others to learn and grow. |
| Health and Safety: | <ul style="list-style-type: none"> Provides leadership and actively champions, promotes and ensures compliance with health and safety legislation and best practice within Livingstone's policies and procedures. Actively contributes and supports improvements to health and safety in all areas of the business. Commitment to and support of Enviromark goals. |

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| Financial Management: | <ul style="list-style-type: none"> Ensures that the financial business drivers are present in decision making and continuously strive to achieve Livingstone's financial goals. Sets departmental budgets (review as required). Operates within annual budget. Staff and supplies are efficiently utilised. |
| Reporting: | <ul style="list-style-type: none"> Provision of financial information, advice and support to the Board is completed in a timely manner. Chair of the Board is kept informed of all appropriate and necessary matters in between Board Meetings. |
| Compliance - Legislative and Contractual Requirements: | <ul style="list-style-type: none"> All relevant NZ legislation is adhered to and contractual requirements are complied with. Audit requirements of any statutory bodies are met. Appropriate documentation and records maintained. Current with latest industry and NZ legislation. Professional advice sought as appropriate. |

Person Specifications:

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| Qualifications: | <ul style="list-style-type: none"> Tertiary qualification in business management preferred Full drivers' licence |
| Experience: | <ul style="list-style-type: none"> 10 years' experience in Senior Management 5 years working in the construction industry preferred. |
| Knowledge & Skills: | <ul style="list-style-type: none"> Excellent analytical skills, with the ability to read, interpret and develop statistical reports and calculations. Excellent written and verbal communication skills. Ability to accurately manage budgets, identify variance and potential financial risks. |

The Livingstone Way:

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| I am part of a team who is Building Excellence | <ul style="list-style-type: none"> Actively contributes to a positive team culture which is aiming to achieve the best in everything we do |
| I do what I say I am going to do | <ul style="list-style-type: none"> Accountable for own actions and delivers on what they say they will do |
| I always improve – better never stops | <ul style="list-style-type: none"> Consistently looks for opportunities to improve themselves and the way we do business |
| I am up for taking it on | <ul style="list-style-type: none"> Constantly, tries new things with a positive attitude |

Changes to position Description:

Positions within the company may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisation structure that best enables us to meet changing business needs. Responsibilities for this position may change over time as the job evolves. The Position Description may be reviewed as part of planning for the annual performance cycle.

Date position description reviewed: January 2022

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Signatures:

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| Managers Name: | |
| Signature: | Date: |

| | |
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| Employees Name: | |
| Signature: | Date: |

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