

Position: General Manager - Construction**POSITION OBJECTIVES:**

To manage and coordinate the effective operations of the division, to ensure the profitability and success of the business.

REPORTS TO:

Managing Director – Construction; the Board of Directors

SUPERVISES:

All construction staff

RELEVANT PROCEDURES:

Management System Manual and referenced documents.

Roles and Responsibilities**A. Organisations Overarching Responsibilities**

- Direct the company's planning activities and provide leadership and overall guidance in both the administration and operation of the company.
- Manage the promotion, development and extension of the business of the company and protect the reputation and interests of the company.
- Identify the long range objectives of the company and recommend their adoption to the Board.
- Prepares plans and programs for the attainment of approved objectives and oversee their implementation.
- Oversees the development and implementation of all activities of the Company including marketing, financial control, personnel and industrial relations, audit and procurement.
- Direct the preparation of operational matters.
- Develop and manage the implementation of group policy regarding work environment, administration, accounting, purchasing, reporting and human resources.
- Maintain knowledge of all competition.
- Attend and participate in various industry associations.

B. Project Management

- Develop and implement policies and strategies toward the overall achievement of long-term business objectives.
- Assess short and long-term needs, trends, problems and profit opportunities.
- Direct the business activities for the achievement of all business/policy objectives, increased profit or market share.
- Establish the organisation's objectives, programs, standards and targets within guidelines set by the board.

Position: General Manager - Construction**C. Financial Management**

- Prepare budgets and forecasts for approval.
- Coordinate the activities of all functional areas ensuring appropriate communication between them.
- Implement approved program, monitoring performance against budget.
- Ensure all the activities of the business comply with relevant Acts, legal demands and ethical standards.
- Recognize market, operational and management problems and develop appropriate solutions.

D. Client Liaison

- Monitor customer service, invoicing, payments and administration costs.
- Oversee the management of the existing and new client portfolios based on business unit objectives.
- Development and implementation of customer retention strategies and make sure staff provides excellent customer service at all times.

E. Safety and Environment

- Ensure safety functions across all projects include reporting and ensure safety stats are collated and issued to head office as required.
- Ensure that safety is an integral component of all construction planning and processes, and identifying and resolving potential safety issues.

F. Human Relations and Industrial Relations

- Maintain appropriate human resource strategies to facilitate achievement of the organisation's objectives in conjunction with the Group HR Manager, Head Office.
- Monitor and evaluate the performance and efficiency of staff and procedures.
- Coordinate staff to optimise the use of human and material resources to achieve goals.
- Manage the selection and training of senior staff. Establish lines of control and delegate responsibilities to staff.

G. Precontracts/Business Development

- Involvement in the preparation of tenders, plans and forecasts as required.
- Be proactive in development of opportunities for new work.

H. General

- Ensure external OSH & Quality audits, including all non conformances, are closed out.
- Develop professional depth within the organisation.
- Report to the Managing Director - Construction on any situation which may affect the organisations operations.

Position: General Manager - Construction**KEY PERFORMANCE INDICATORS****KPI's**

- Ensure company profits are maximised on all projects.
- Ensure all construction projects are executed in the planned time-frame and budget (costs) based on their specific baseline.
- Maintain the quality of all construction projects and ensure that minimal defects occur (percentage) in line with the company's policy to achieve 0%.
- Ensure all projects exceed client's satisfaction including quality, time and budget.
- Ensure all safety statistics are maintained to meet or exceed industry standards as determined by Worksafe and relevant industry bodies.
- Ensure no lost time due to industrial disputes or safety incidents.

SELECTION CRITERIA**SKILLS AND ABILITIES**

- High level communication and negotiation skills, both verbal and written.
- Strong business and commercial acumen.
- Demonstrated ability in leading and managing teams.
- Strong computer literacy skills.
- Strong financial control knowledge.
- Ability to prepare budgets, analyze financial statements, and understand accounting issues as they relate to property operations and reporting requirements.
- Demonstrated sales and negotiation ability.

QUALIFICATIONS

- Construction Management or Engineering Degree or other relevant tertiary qualification.

EXPERIENCE

- Strong Commercial background.
- Prefer ten (10) years' experience within the construction industry.

AUTHORISED BY: Chief Operating Officer**DATE: April 2016**