

The Horowhenua Company

POSITION DESCRIPTION

Role:	Chief Executive
Location:	Levin
Reporting to:	Chair of the Board
Direct Reports:	Small team of 5 covering: Property & Development Manager, Business Growth Manager and Advisor, Senior Communications & Marketing Manager and Office & Projects Co-ordinator

1. About The Horowhenua Company Limited

The Horowhenua Company Ltd (THCL) was established in 2018 to deliver on initiatives to enable better economic outcomes in the Horowhenua community, independently of local and central government.

THCL is 100% owned by the Horowhenua New Zealand Trust, a charitable trust working to improve the economic and social wellbeing of the residents of Horowhenua. THCL is the district's economic development agency, working in partnership with the Horowhenua District Council through an economic development services contract.

THCL also has a wholly owned subsidiary company – Horowhenua Developments Limited (HDL), which undertakes targeted property development in the district.

Over the last 6 years THCL has worked successfully across commercial and not-for-profit sectors, providing economic development services and initiatives for the people of Horowhenua. This includes the development of the Enterprise Drive Industrial Park by HDL and the establishment of Get-Go, a work ready programme delivered with the three Horowhenua Colleges to connect our young people to the range of local career opportunities. THCL delivers the regional business partners programme to our local small to medium business community through partnership with other economic development agencies in the region.

2. Role Purpose

To provide executive leadership to THCL and ensure the profitable and effective provision of services and initiatives to the community. The role of CEO also provides executive oversight of the development projects of HDL and supports the activities of the Horowhenua New Zealand Trust by ensuring effective support and advice is provided to the Trust.

3. Key Responsibilities

Key Accountabilities	Expected Outcomes
Leadership and Values	<ul style="list-style-type: none"> • Provide the company with the vision and leadership in order to achieve its mission. • Maintain staff and technical support focus on the vision and balance organisational priorities through inclusive strategic planning and management processes. • Promote a culture of high performance that values a commitment to quality and profitable outcomes. • Ensure the company and its subsidiary are seen as trusted operators and partners in the community.
Strategic Planning and Development	<ul style="list-style-type: none"> • Develop and update a strategic plan covering both THCL and HDL for approval by the Board and Trust. • Develop and implement an annual Business Plan for approval by the Board and Trust. • Prepare budgets for approval by the Board.
Business Growth	<ul style="list-style-type: none"> • Identify, evaluate, and develop high quality business cases and plans for new project development (including property development) and/or of new business opportunities to achieve positive business growth. • Grow the capital base of THCL and HDL. • Maximise the revenue opportunities for THCL. • Achieve agreed revenue and growth targets.
Stakeholder Management and Communications	<ul style="list-style-type: none"> • Balance critical strategic relationships across local and central government, local business sectors and the community • Develop and nurture new and existing customers, suppliers, partnerships, strategic alliances, and market opportunities. • Grow the brand and reputation of the Group by implementing effective communications and marketing plans
Human Resource Development	<ul style="list-style-type: none"> • Develop and implement performance management processes that support organisational goals. • Recruit and develop leadership and talent for the on-going growth of the organisation.
Operational Management	<ul style="list-style-type: none"> • Develop and monitor the implementation of annual operational plans.

	<ul style="list-style-type: none"> • Ensure compliance with all policies and laws applicable to the organisation and its safe and efficient operation. • Ensure agreed health, safety and environmental standards are met.
Financial Management	<ul style="list-style-type: none"> • Develop and implement strategies and policies for financial management including all revenue, costs, and investments. Ensure rigorous accountability for all financial decisions and processes. • Ensure that the expenditures of the company are within the authorized annual budget.
Reporting	<ul style="list-style-type: none"> • Exercise judgment in researching, organising, analysing, and presenting information to assist the Board of Directors to set strategies and policies for the organisation. • Report to the Board and Trust on progress with annual budgets and work plans.

4. Required Experience/Attributes and Skills

4.1 Experience

- Direct experience in managing and leading a commercial organisation or a significant business unit within a dynamic environment.
- Direct experience in working successfully with both central and local government agencies.
- Direct experience leading an organisation through a period of growth and change.
- Direct management responsibility for business initiatives involving budget and staff management responsibilities.
- A sound level of financial acumen, including strong negotiation skills, and responsibility for P&L.
- Experience with/or exposure to property development transactions.

4.2 Attributes and Skills

- Proven internal and external leadership skills. Able to negotiate deals, to build consensus and create support around common goals and to motivate groups and individuals.
- Proven sales and business development skills to drive encourage innovation and growth of existing and new projects.
- Strategic and entrepreneurial thinking skills.
- Strong internal and external stakeholder relationship skills.
- Valuable networks within government and commercial sectors.
- Strong project management skills. Easily balances competing priorities, complex situations, and tight deadlines.
- Excellent written, verbal, and interpersonal skills. Ability to be articulate, concise, compelling, and diplomatic.