

## POSITION DESCRIPTION

<b>Job Title</b>	General Manager, Waikato/BOP
<b>Reports to</b>	Chief Operating Officer (Currently Gareth Kilsby)
<b>Key relationships</b>	Managing Director, National Commercial Manager, Group Corporate Counsel, Management Team, including Principal Advisors, Management Team, including Principal Advisors, Direct reports
<b>Location</b>	Hamilton

### The Property Group Limited

The Property Group Limited (TPG) is a privately-owned property consultancy company. Our purpose is to deliver property expertise that builds a stronger New Zealand. With over 160 staff based across 13 locations around New Zealand, every day our team gets to work on New Zealand's biggest and most innovative landmark projects.

### Our Values

#### POSITIVITY

- Deeply interested in the business
- Always solution focused
- Confidence
- Assume good intent

#### CARING

- People want to be here
- Genuinely interested in team members' wellbeing
- Supportive
- Lasting relationships
- Authentic

#### INTEGRITY

- We do what we say
- People trust each other
- Respectful
- Honest

#### COLLABORATION

- Strong informal networks
- Willingness to seek advice
- Non-judgemental

### Position Purpose

Our property consultants provide quality property services to all our clients, to effect the acquisition, disposal and other associated services of public and private land. While preparing quality advice for, and recommendations to Land Information New Zealand (LINZ) regarding Crown sensitive acquisitions or disposals, our property consultants provide consultancy advice to clients regarding statutory compliance and organising the survey, transfer and titling of land.

## Position Purpose

The purpose of the General Manager position is to manage the delivery of our vision and strategic priorities by leading the region's consulting team, encompassing property, planning and legal, in developing, growing and operating a business providing high quality corporate advice to internal and external clients. In addition, the role is responsible for pro-actively developing TPG's market position and leading the sale of TPG services and development of business opportunities across all sectors and ranges of service within the region, and nationally where appropriate.

The General Manager will have significant input into strategic planning, company culture, training and development of professional staff, business development, client management, team management and succession planning. This will be achieved through:

Helping affirm the company's strategic goals and advise on translating those goals into action.

- Identifying and managing core issues and risks
- Creating a strong team environment and ensuring strong performance
- Identifying and pursuing business growth opportunities

## Key Results

This position plays a lead role in the ongoing development and promotion of TPG's business in the Waikato/BOP region.

The following key results will flow on from the successful achievement of this objective:

<b>Strategic Management and Business Development</b>	<ul style="list-style-type: none"><li>• Creating a team environment where TPG staff are motivated and co-ordinated in identifying, pursuing and winning new business.</li><li>• Identifying information sources for business growth and developing "centres of influence" through the building of relationships and networks. Be up to date with the various market conditions, activity and sources of market intelligence within the property industry.</li><li>• Identify and develop new business opportunities that either expand on current business or have the potential to generate new revenue streams. Analyse and evaluate these opportunities from a strategic and financial perspective.</li><li>• Provide high level client interface and assist staff as necessary with building secure relationships.</li><li>• Ensure that a database of perspective new business opportunities is maintained and nurtured.</li><li>• Together with TPG's senior managers is able to prepare and write bids for tenders and/or proposals that place TPG in the primary</li></ul>
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	<p>position to win business. Undertake property consulting project activities as required.</p> <ul style="list-style-type: none"> <li>• Provide input into TPG’s strategic direction through earning and commanding the respect of both peers and sub-ordinates.</li> </ul>
<p><b>Internal Management and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To become knowledgeable, although not necessarily expert, in each of the sectors that TPG promotes in order to add strategic direction and tactical value to staff.</li> <li>• Building excellent client relationships through leading by example and strong interpersonal skills.</li> <li>• Building a strong organisational culture and cultivating high levels of talent retention by creating a challenging, stimulating and exciting work environment which encourages optimal individual and team performance, career development and through maintaining and attracting high calibre people.</li> <li>• Contribute to the development of the annual business plan and budget by providing input into expenses, revenue projections and resourcing requirements.</li> <li>• Monitoring of team performance against budget and developing strategies to ensure bottom line projections are met and preferably exceeded. Monitor TPG’s financial performance for operating profitability and maximising TPG’s profit through a high level of productivity and effective management of all aspects of client projects.</li> <li>• Responsible for the quality, timeliness and presentation of work and ensuring a high degree of professionalism is maintained.</li> <li>• Responsible for the pricing of all work within delegated levels.</li> <li>• Identifying training requirements to ensure employees have the necessary skills to do the job.</li> <li>• Ensure the completion of half yearly performance assessments.</li> <li>• Contribute to the TPG management team activities including identifying forward resourcing requirements and identifying and recommending improvements to TPG’s operating processes and systems to enhance efficiency and/or customer service.</li> <li>• Maintain an overview of team performance in regard to WIP and debtor management</li> <li>• Ensuring that all activities are completed in accordance with the company’s legal responsibilities as well as being consistent with its policies and procedures. Complying at all times with TPG’s Operating Guidelines, Quality Assurance requirements, health</li> </ul>

	<p>and safety policies and procedures, Land Information New Zealand Standards and Guidelines, relevant legislation and accepted ethical standards.</p> <ul style="list-style-type: none"> <li>• Acting as a team player at all times, in the best of interests of TPG.</li> <li>• Undertaking all necessary internal administration associated with the position as required and in a timely manner.</li> <li>• Undertaking such other duties as may be required from time to time.</li> </ul>
<b>Operational Tasks</b>	<ul style="list-style-type: none"> <li>• Provide property consultancy services to clients as and when required.</li> </ul>
<b>Key Performance Indicators (KPI's)</b>	<p>TPG has a performance appraisal process where performance is assessed and measured against established KPI's annually. The successful achievement of KPI's is used to determine the level of any performance payments. KPI's for this role will be established on an annual basis in consultation with you.</p>
<b>Technical Skills, Knowledge and Experience</b>	<p>The skills, experience and attitude required are commensurate with the seniority of this position.</p> <ul style="list-style-type: none"> <li>• Tertiary qualification and membership of relevant professional bodies.</li> <li>• Be highly motivated and possess excellent communication skills.</li> <li>• Demonstrated successes in past leadership roles. An understanding of and some exposure to "company governance" is highly desirable.</li> <li>• Displays commercial acumen with a strategic focus. Proven ability to develop and deliver on business plans.</li> <li>• Excellent relationship management and interpersonal skills. Ability to network across many levels and industries.</li> <li>• Understands marketing strategy and the importance of upholding brand integrity and brand values. Ability to communicate the quality "TPG Brand" values (eg professionalism, integrity etc) at all levels to internal and external stakeholders.</li> <li>• Complete understanding of financial reporting data and ability to appropriately interpret and critically interrogate this information.</li> <li>• High standard of written and oral presentation skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• An ability to think laterally and bring a “fresh” approach to issues and develop practical solutions. Can constructively question existing practise with a view to improvement (but not “change for change” sake).</li> <li>• Is decisive and incisive. Has an intuitive and common-sense approach to developing practical solutions.</li> <li>• Able to work independently or as part of the team. A willingness to be “hands on”. Commands respect from peers, subordinates and clients.</li> <li>• Ability to undertake role with minimum administration support.</li> <li>• Computer literate (Microsoft suite of software packages).</li> </ul>
<p><b>Key Competencies</b></p>	<p>TPG has three sets of competencies that every employee is expected to be able to demonstrate which explains the “how” of each role, no matter what their role is. The competencies are aimed at three different levels; all employees, managers, and leaders. As employee’s progress through TPG and develop higher levels of responsibility, they will be expected to demonstrate the competencies at all levels.</p> <p>The General Manager will be required to demonstrate competencies at all levels.</p>

Please refer to TGP’s Competency Framework for a detailed breakdown of these competencies.