

**3 May 2021**

## Part-time Executive Director, New Zealand Construction Industry Council (NZCIC)

### *Who we are*

The New Zealand Construction Industry Council (NZCIC) is the cohesive voice driving industry wellbeing and performance for a better built environment.

As a *not-for-profit* collective of industry associations and professional organisations across the design building and property sectors, the NZCIC operates as the interface between government (central and local) and Industry.

Our values primarily include collaboration, integrity, and leadership. NZCIC provides a forum for debate, dialogue and dissemination of cross-sectoral issues to ensure informed and influential outcomes for political, industry and public stakeholders.

NZCIC is looking for a highly skilled Executive Director to advance its mission to further project, and enhance the objectives and influence of the council in an environment of complex and ever-growing industry activity.

The seasoned and experienced industry leader will understand the nuances, trends, and workings of the built environment, with an ability to influence and drive agreed outcomes.

### **The role will involve**

- Reporting to the Chair of the Council
- Working with the Council's Executive team
- Managing staff
- Displaying leadership capabilities
- Establishing productive and long-lasting relationships
- Clear communication techniques
- Strong decision-making skills.

### **Objectives of the role**

- Work closely with the Council Executive and its nominated committees, informing, assessing and addressing issues that affect the organisation
- Oversee daily operations of the Council, providing executive direction of all programmes, strategy, compliance, quality assurance and programme/project efficiency
- Identify and implement staffing and project requirements, maintaining a strong culture and collaborative work climate that attracts and returns both staff and volunteer commitment, driving the Council's agreed outcomes

- 
- Represent the Council and increase awareness by being the spokesperson and liaison with members and stakeholders
  - Build and lead effective teams fulfilling the organisations programme implementation targets
  - Encourage and foster diversity within the Council.

#### **Skills and Qualifications**

- An applicable business or building related degree or significant senior management experience, within a commercial or non-profit organisation
- Strong public relations, marketing, and financial experience
- Knowledge of leadership and management principles
- Proven success working with a board of directors or equivalent
- Entrepreneurial mindset, with an innovative approach to opportunity and planning
- Dynamic and charismatic team player who enjoys being the public face of an organisation
- Exceptional written, verbal, and visual communications skills.

#### **Hours**

- The role is part-time (nominally 2 days/week) with flexibility to drive programmes and projects at agreed time commitments beyond this.

#### **Place of Work**

- This is a work-from-home opportunity. However, the candidate would ideally be based in Wellington.

#### **Staff**

- The organisation has one part-time staff member who will report directly to the Executive Director.
- 