



Executive Director Position Description

The New Zealand Construction Industry Council (NZCIC) is the cohesive voice driving industry well being 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.

With values spanning collaboration, integrity, and leadership, the NZCIC provides a forum for debate, dialogue and dissemination of cross sectoral issues ensuring informed and influential outcomes for political, industry and public stakeholders.

The NZCIC is looking for a highly skilled Executive Director to be engaged as a Contractor, to further its mission to further enhance the influence and objectives of the council in an environment of increasing and complex 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.

Reporting to the Chair of the Council, working with the Council's Executive team, and managing contractors, the role will involve leadership capabilities that demand establishing relationships, clear communications, and decisions.

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, consultations, compliance, quality assurance and programme/project efficiency.
- Identify and implement contractor and project requirements, maintaining a strong culture and collaborative approach that delivers on the Council's agreed outcomes.
- Represent the Council and increase awareness by being the spokesperson and liaison with members, media, and stakeholders.
- Build and lead effective teams fulfilling the organisations programme implementation targets.
- Build relationships with Government and other key stakeholders.
- 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 three 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, ideally Auckland or Wellington based.

HR Resources

- NZCIC does not have staff, rather it employs several contractors, whose outputs need to be managed by the Executive Director.