

SCHEDULE 2: POSITION DESCRIPTION

Role: National Business Services Manager

Reporting To: CEO

Date: May 2024

At Landpro we have vision to be ***the best little environmental consultancy in the world.***

A vision that puts people and relationships first but never at the expense of expertise. A vision that seeks out innovative and ground-breaking solutions that achieve a commercial and environmental balance.

A vision that demands we live our values every day by being the best we can be, that we collaborate, that we're honest and that whilst we might be world class, we will never be too big to care. Our purpose is to deliver ***better environments and better returns.***

PURPOSE OF POSITION

The National Business Services Manager will provide leadership and oversight of the internal business functions, supporting the CEO by running the "Head Office" functions in Cromwell and leading internal business service across the country. This role involves working collaboratively as a valued member of the Leadership Team. The National Business Services Manager will help to shape strategy in conjunction with the CEO to lead across key areas, delivering on market opportunities and maximizing shareholder value.

PURPOSE, VISION & VALUES

We have vision to be the best little environmental consultancy in the world. Our purpose is to deliver Better Environments and better Returns.

Our values underpin who we are.

Be Honest

Being honest is at the core of who we are. This means that ultimately we do what we say we do. We are committed and dependable. We won't hide from giving advice that is right for our clients or telling people something that they may not want to hear. We will however do this with respect and integrity, and in return we gain the trust of the people who partner with us.

Be Your Best

Always pitch up. Always give your best, even when it's hard. Remember you are awesome. Be prepared to listen and learn. Be prepared to share and help. Be prepared to try and fail. Be prepared to succeed. Most importantly, be yourself and remember to have fun.

Be Collaborative

We are a team. Our strength lies in working together. We can't do it all on our own. Relationships matter and remember it is how you make people feel that counts.

KEY RELATIONSHIPS

Internal

CEO
Leadership Team
Business Services Team (HR, Finance, IT)
All Business Units

External

Clients & Collaborators
Vendor & Service Providers

AUTHORITIES

- National Manager of Business Services staff
- Financial authority within defined limits

KEY DUTIES AND ACCOUNTABILITIES

Leadership and Strategy:

- Provide effective support to the CEO and stewardship of the Head Office function.
- Shape and implement strategies in collaboration with the CEO to deliver market opportunities and maximize shareholder value.
- Lead the ongoing development of a professional, collaborative, engaged, and outcome-focused culture across the company.

Operational Oversight:

- Oversee all support functions including Admin Operations, HR, Finance, and IT maintenance.
- Support Marketing and IT Development.
- Identify and implement change opportunities, addressing efficiencies, innovation, and other operational improvements.

Financial Management:

- Work closely with the virtual CFO to develop a 3-5 year strategic business plan.
- Ensure sustainable growth in revenue, EBITDA, and cash flow while managing costs effectively.

Human Resources:

- Recruit, retain and inspire top-quality staff across the Landpro business.
- Continue to build a team that complements the company's commercial ambitions.

Client and Stakeholder Management:

- Maintain and enhance relationships with clients and stakeholders.
- Ensure clients are informed about job status, milestones, and any delays.

Health and Safety Compliance:

- Adhere to the company's Health & Safety and Quality Plans.
- Ensure all work sites have active Health and Safety plans.

Administration and Reporting:

- Maintain clear, precise notes and files.
- Complete weekly timesheets and support monthly client invoicing as required.
- Prepare and submit reports to regulatory bodies as required.
- Oversee the organising and reporting on key internal meetings.

- Ensure all internal processes and systems are fit for purpose.

SUCCESS PROFILE

Knowledge:

- Tertiary qualification in Business Management, Finance, or a related field.
- Understanding of business operations and strategy development.
- Proficiency in MS Suite and database management.

Experience:

- Significant experience in a General Management or leadership role overseeing Head Office/support functions.
- Extensive experience providing strategic leadership and support to the CEO.
- Experience in service-based organizations, preferably with multi-site operations.

Personal Style and Competencies:

- Excellent leadership and culture-building skills.
- Ambitious, delivery and outcome-focused, with the ability to work hands-on.
- Strong collaboration, communication, and customer relationship skills.
- Proactive, adaptable, and results-driven.
- Commitment to continuous learning and professional development.

CHANGE TO JOB DESCRIPTION

This job description may evolve in response to the changing nature of our work environment, including technological advancements. Changes will be initiated by the Executive Directors as necessary.