



**finding leaders who inspire teams
and drive growth**



**Candidate Brief
Proactive Drive – General Manager**

2 November 2020

About the company

The Proactive Drive Trust (PDT) is a privately funded charitable organisation whose core ambition is to provide first time teenage drivers with real driving skills and to be able to cope and react better in New Zealand driving conditions. This successful community initiative has a proud history that goes beyond 22 years, but there is a constant need to keep moving in business and so PDT now needs a General Manager to continue their momentum forward.

The new role of General Manager has been developed to maintain and grow the operations working alongside key partners and engaging with government, local authorities and schools in this crucial area of education. Are you ready to step into this key leadership role?

About the opportunity

Reporting to the Chairman of PDT, the General Manager is responsible for leading the ongoing development of the PDT business in the South Island region and working in partnership with other Road Safety Education Programmes. Wearing many hats, it has responsibility for:

- Developing and implementing a strategic plan that will see the continued development, relevance and growth of PDT into the future
- Marketing to and building relationships with schools to encourage students to participate in the programme;
- Engaging communities and organisations to support and develop effective programmes;
- Provide strong people leadership to a high-performance team and ensure the culture supports the business strategy

As a leader for PDT, you will have significant input into strategic planning, business development and client management. This role will also provide the valuable opportunity to represent an organisation that makes a vital difference in the lives of teenagers. Sound like you?

About you

To be successful in this role, you will be an experienced and proven senior manager with a background in leading operational and/or business development functions. Passionate about the community and socially conscious, you will have strong commercial capability and people will describe you as a motivating leader; not afraid to roll up your sleeves and get the job done. You will be a self-starter who has the confidence to work in an autonomous environment and the ability to communicate effectively to all; influencing outcomes to meet the PDT goals. Ideally you will have a background in – or at least exposure to – a not-for-profit or fundraising, education or road safety organisation.

The information contained in the Candidate Brief is to assist candidates in their evaluation of the suitability of the advertised role. Decipher Group Limited accepts no liability for information provided, on behalf of the client, in good faith.

This is a dynamic General Management role that will suit a confident professional who is ready to take the next step in their career or a senior leader who is looking to make a difference and is seeking an opportunity to give back to the community. Interested?

How to apply

To discover more about Proactive Drive visit <https://www.proactivedrive.org.nz/>

For a confidential discussion about the role; contact Pia Warren on 027 2535 203 or by email to pia@deciphergroup.co.nz

Applications close: Tuesday, 17th November 2020



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Position Description

Position title:	General Manager
Reports to:	Chair of the Board of Trustees
Hours per week:	Full time – The hours necessary to fulfill the role with the minimum hours of work being 40 hours per week - Monday to Friday
Location:	Christchurch
Travel:	There will be a requirement for this person to travel from time to time (approximately 1-2 times per month) around the South Island

Position Values

This is a significant position within the not-for-profit organization with responsibilities to the Chairman of Proactive Drive Trust (PDT). It is expected that the General Manager role maintain a high level of professionalism and integrity, display a passion for the PDT and its desired outcome and be able to build relationships with our teenagers and varied customer base. This position has the support and profile from the PDT Trustees and well know associated businesses (i.e. Hilton Haulage and Richardson Group/Allied Petroleum). The PDT is 100% committed to this newly created position and its desire to grow the PDT not-for-profit programme.

Position Summary

The General Manager (GM) leads PDT and, in partnership with the Board, is responsible for the success of PDT. Together, the Board and GM assure PDT's relevance to the community, the accomplishment of PDT's mission and vision, and the accountability of PDT to its diverse stakeholders.

The Board delegates responsibility for management and day-to-day operations to the GM, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The GM provides direction and feedback to the Board as it carries out its governance functions.

Direct Reports

- Programme Manager
- Subcontracted Programme Facilitators

Functional relationships

- Internal:
 - Trustees
 - All driving instructors
 - All staff and volunteers

➤ External:

- Professional advisors, auditors and consultants
- Customers, clients, trainees and corporates
- Government & regulatory bodies and agencies
- Donors
- Community groups and organisations
- Community trusts and funding agencies
- School principals, teaching staff and social workers
- Major donors and corporates
- Kaumatua, Iwi, Pacific Island and other cultural groups
- Social sector organisations
- Suppliers of services and goods

Overall Duties & Responsibilities

The GM is responsible for ensuring PDT:

- Delivers its services in an empathetic, caring and professional way
- Enjoys wide community support with a strong, positive reputation
- Is highly respected by educational, social and cultural organisations who will be / are advocates for PDT
- Shows excellence as an organisation and in the management of its resources
- Is a highly respected employer with motivated and empathetic staff and volunteers
- Develops and implements a strategic plan that will see the continued development, relevance and growth of PDT into the future
- Achieves funding targets each year
- Is commercially sound
- Understands the connection between the critical importance of Road Safety and the positive impact that this approach has on communities

Accountabilities

The GM is accountable for all aspects of PDT's operations and practice, including, but not limited to:

1) Leadership People

- a) Ensures a work environment that recruits, retains and supports quality staff and volunteers. Implements processes for selecting, developing, motivating, and evaluating staff and volunteers that meet the values of PDT.

2) Legal compliance

- a) Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.

3) Mission, policy and planning

- a) Building on the mission of creating better safer drivers for life.
- b) Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation.
- c) Keeps informed of developments in road safety education, not-for-profit management and governance, philanthropy and fund raising and government funded programmes and initiatives.

4) Operational Excellence

- a) Provides general oversight of all PDT's activities, manages the day-to-day operations, and ensures a smoothly functioning, highly efficient organisation.
- b) Ensures program quality and organisational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.

5) Governance

- a) Works with the Trustees to enable the Board to fulfil its governance functions and facilitates optimum performance by the Board, its committees and individual Board members.
- b) With the Chair, focuses the Boards attention on long-range strategic issues.
- c) Ensures the Trustee gives timely attention to core issues.

6) Financing

- a) Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining a high level of quality.
- b) Oversees the fiscal activities of PDT including budgeting, reporting and audit. Works with the Board to ensure finance available to support short and long term goals.
- c) Designs, implements and monitors a viable fundraising plan, policies and procedures.
- d) Actively leads and promotes the identifying, cultivating and soliciting of donor prospects.
- e) Assures the availability of materials to support donor development activities.

7) Community relations

- a) Facilitates the integration of PDT into the fabric of the communities by using effective marketing and communications activities.
- b) Acts as an advocate, within the public and private sectors, for issues relevant to PDT, its services and stakeholders.
- c) Listens to clients, volunteers, donors and the community in order to improve services and generate community involvement.
- d) Serves as spokesperson for PDT, ensuring proper and consistent representation of PDT to the community and customers.
- e) Initiates, develops, and maintains co-operative relationships with key constituencies.
- f) Works with relevant:
 - i) Government ministries, departments and regulatory agencies;
 - ii) Tangata Whenua;
 - iii) Cultural Organisations;
 - iv) Volunteers and representatives of the not-for-profit sector;

Competencies & Qualifications

A Bachelor's Degree and/or appropriate experience is required with a minimum of 3 years' experience in a senior leadership/management position.

The General Manager:

- Has a passion for and understands road safety, particularly in relation to teenagers;
- Is a leader;
- Has infectious energy, can paint a vision and make it happen;
- Embraces technology as an enabler;
- Works Hard – rolls up sleeves and gets stuck in;
- Shows ownership and accountability;
- Is customer focused and goal driven;
- Identifies relevant information and helps transform this information into individual and organisational knowledge and learning;
- Has good analytical skills and can develop and execute business plans;
- Translates broad goals into achievable steps;
- Anticipates and solves problems and takes advantage of opportunities;
- Is a self-starter and team player; and
- Has a strong understanding of the importance of the social services environment, how it functions in New Zealand and how PDT fits within that.

The General Manager demonstrates critical leadership competencies in three broad categories:

- Being commercial;
- Engaging people; and
- Delivering results.

The evidence of these competencies can be observed through the day-to-day behaviour of the GM.



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