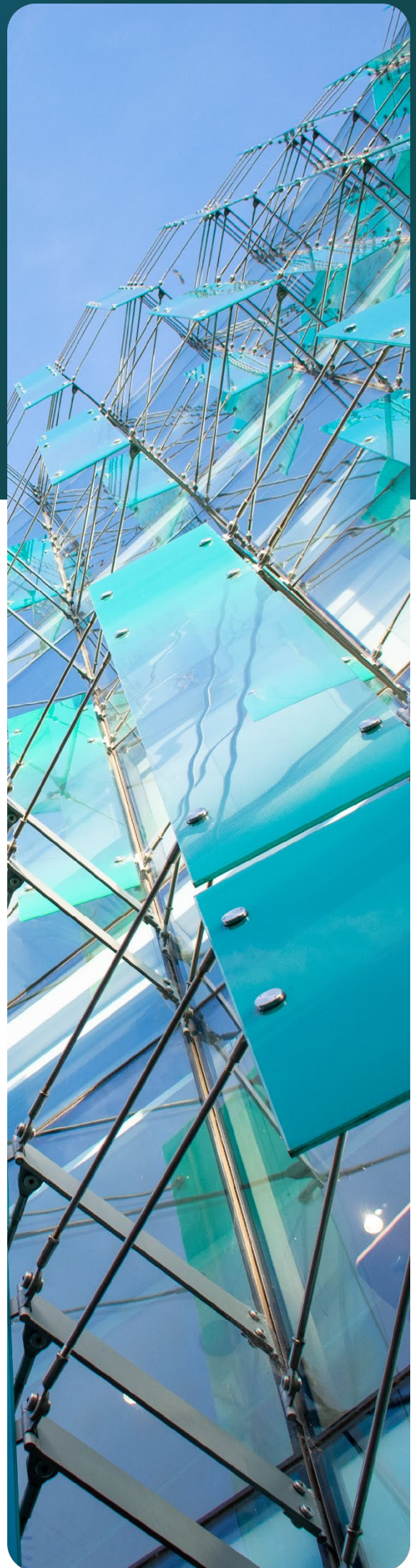


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## **Apollo Projects Limited – Client Development Manager**

Position Description and  
Additional Information

*6 May 2026*





# POSITION DESCRIPTION

<b>Job Title</b>	Client Development Manager	<b>Position Type</b>	Permanent Full Time
<b>Reporting to</b>	GM Preconstruction	<b>Direct Reports</b>	Nil
<b>Location</b>			

## ROLE PURPOSE:

To lead the conversion of the pipeline of opportunities from early business development through to commencement of pre-construction, ensuring momentum is maintained between client opportunity and project delivery.

The Client Development Manager manages the process between opportunity identification and project commencement by working with clients, consultants and internal teams to shape project briefs, coordinate early design and feasibility activity, develop strong proposals and initiate pre-construction processes. The role is focused on identifying and generating new opportunities and conversion into well-defined, executable projects that can be handed over smoothly to Design Managers and project delivery teams.

## POSITION REQUIREMENTS:

### HEALTH, SAFETY & ENVIRONMENTAL

- › Demonstrate commitment to the prevention of workplace harm by visibly championing the right expectations, attitudes, values and behaviours towards health, safety and wellbeing, fostering Apollo’s vision of Better Work.
- › Demonstrate commitment to supporting Apollo’s role in environmental sustainability and care, managing activities to maximise sustainability and environmental protection.
- › Demonstrate commitment to creating environments which are healthy and safe for the lifecycle of the asset, championing Apollo’s Safety by Design principles.
- › Support Apollo with the prevention of workplace and environmental harm by participating in initiatives, training sessions, hazard reporting and investigations as appropriate.  
Comply with relevant HSE policies, procedures and HSWA legislation.

## OUR VALUES

safety above  
all else



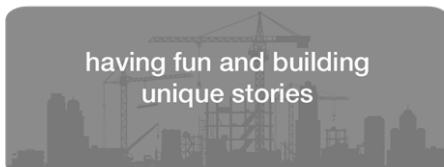
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and ourselves



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## OPPORTUNITY DEVELOPMENT

- › Take ownership of identifying opportunities through both new and existing clients, through business development activity, leading clients through the critical phase between initial client interest and project commencement.
- › Work with clients to understand their needs, objectives, drivers, budget parameters and programme expectations.
- › Help shape opportunities into clear project pathways by developing early project strategy, scope and delivery thinking.
- › Maintain strong engagement with clients during the early development phase to ensure momentum is not lost between initial discussions and pre-construction commencement.
- › Support a seamless transition from business development activity to active project planning and design initiation.

## CONSULTANT AND DESIGN COORDINATION

- › Support consultant engagement during the early stages of project development, ensuring clear briefs, deliverables, timelines and communication channels are established.
- › Drive the initiation of design and feasibility activity so opportunities progress efficiently toward a live pre-construction project.
- › Review consultant outputs to ensure they are aligned with the client brief, practical, commercially sound and suitable for Apollo’s next stage involvement.

## PRECONSTRUCTION PLANNING

- › Work with clients and consultants to develop a project brief, concept and early project plan that aligns with agreed budgets and timelines.
- › Coordinate the early design and feasibility phase to a point where Design Managers and pre-construction teams can take over with clarity.
- › Bring together the information required to initiate pre-construction, including scope definition, consultant input, design intent, key assumptions, risks and programme considerations.
- › Support the development of concept reports, feasibility documentation, presentations and other planning outputs required to progress opportunities.
- › Ensure project information is sufficiently developed, coordinated and communicated to enable a smooth handover into design management and delivery planning.
- › Strengthen integration between external consultant work and Apollo’s internal communication so project intent, status and next steps are well understood.

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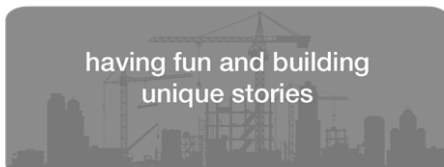
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## PROPOSALS AND PRESENTATIONS

- › Lead the preparation of strong, well-structured proposals, ROI submissions, feasibility reports and client presentations that support conversion of opportunities into projects.
- › Coordinate contributions from consultants and internal stakeholders to ensure proposal content is accurate, compelling and professionally presented.
- › Ensure all proposal and presentation documentation reflects Apollo's professional standards and is delivered on time.
- › Translate early design, feasibility and commercial inputs into clear client-facing proposals that demonstrate value, build confidence and support decision-making.
- › Review and improve proposal templates, content and presentation standards to ensure they remain effective, client-focused and aligned with the Apollo Way.
- › Support budget and programme narratives within proposals by working closely with relevant internal teams.

## COORDINATION AND HANDOVER

- › Act as the link between business development, clients, consultants and pre-construction teams during the early project lifecycle.
- › Work closely with GM Strategy and Relationships, Business Development, Marketing & Development, Preconstruction, Design Managers, Quantity Surveyors and Construction teams to maintain continuity of information.
- › Take ownership of the coordination and progression work required before formal design management handover.
- › Ensure projects are handed over to Design Managers or pre-construction teams with minimal loss of information and with clear documentation of status, decisions, risks and next steps.
- › Attend and contribute to relevant development, pre-construction and marketing meetings to ensure actions, priorities and project pathways remain clear.
- › Continue to support project continuity during the early transition into formal pre-construction where appropriate.

## PLANNING AND REPORTING

- › Contribute to business development and pre-construction planning by providing market feedback, consultant intelligence and opportunity insights.
- › Support reporting requirements relating to active opportunities, proposal status, project progression and conversion activity.
- › Maintain accurate records in Salesforce/CRM or other relevant systems to ensure visibility of opportunity status and next actions.
- › Provide timely updates and content for monthly reporting, sales forecasting and leadership review as required.

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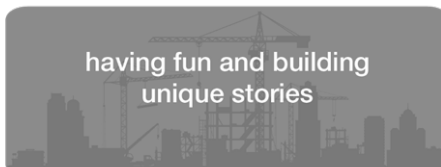
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- › Identify recurring issues, inefficiencies or process gaps in the opportunity-to-project pathway and contribute to continuous improvement.

## GENERAL

- › Perform other tasks from time to time as reasonably directed.
- › Follow agreed company systems and processes for all areas of the business where applicable
- › Consistently strive to enhance shareholder value through company profitability, working with subsidiary companies and performing to continually improve the company reputation
- › Mentor and share knowledge where appropriate to strengthen capability across the business.
- › Collaborate with relevant managers to improve systems, templates and processes associated with early project development, consultant engagement and proposal delivery.

## KNOWLEDGE/QUALIFICATIONS AND EXPERIENCE REQUIRED:

### ESSENTIAL

- › Strong construction industry or property sector knowledge, including a sound understanding of project phases from concept through to delivery.
- › Previous experience in a construction, design management, consulting, pre-construction or related role.
- › Ability to engage effectively with external consultants and coordinate multidisciplinary inputs.
- › Strong experience in preparing, coordinating and writing proposals, reports, presentations or tender-related documentation.
- › Proven ability to work with clients to understand needs, drivers, budget and programme requirements.
- › Strong communication skills, both written and verbal.
- › Ability to manage multiple opportunities or projects at different stages simultaneously.
- › Strong commercial judgement and the ability to balance client outcomes with practical delivery considerations.
- › Systems and software savvy.

### DESIRABLE

- › Design and build knowledge.
- › Experience in feasibility, concept development, design coordination or pre-construction.
- › Experience working with Procore Construction Management Software and Salesforce.
- › Experience reviewing consultant documentation, budgets and high-level design information.
- › Existing relationships within relevant consultant or construction network

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## KEY RELATIONSHIPS:

Internal	External
<ul style="list-style-type: none"> <li>› CEO/Senior Leaders</li> <li>› GM Strategy and Relationships</li> <li>› Construction Directors</li> <li>› Preconstruction Team</li> <li>› Construction Team</li> </ul>	<ul style="list-style-type: none"> <li>› Clients</li> <li>› Councils</li> <li>› Consultants</li> </ul>

## BEHAVIOURAL COMPETENCIES:

<b>People Skills</b>	<ul style="list-style-type: none"> <li>› Ability to relate to a variety of people</li> <li>› Relationship builder</li> <li>› Influential and persuasive</li> <li>› Positive, engaging and respectful</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>› Advanced Microsoft Office Skills</li> <li>› Strong report writing and presentation capability</li> <li>› Understanding of construction processes, design coordination and feasibility</li> <li>› Working knowledge of CRM and project management systems</li> </ul>
<b>Achievement of results</b>	<ul style="list-style-type: none"> <li>› Job expertise</li> <li>› Achievement orientated</li> <li>› Initiative/self-management/resilience</li> <li>› Drive and enthusiasm</li> <li>› Team contribution</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>› Can communicate effectively to all levels of the organisation</li> <li>› Strong written and verbal communication skills</li> <li>› Listening skills</li> <li>› Conflict resolution</li> <li>› Ability to bring together client, consultant and internal perspectives clearly and constructively</li> </ul>
<b>Commercial Ability</b>	<ul style="list-style-type: none"> <li>› Analytical thinking</li> <li>› Sound judgment</li> <li>› Commercial awareness</li> <li>› Ability to assess opportunities and progress them in a practical and efficient way</li> </ul>

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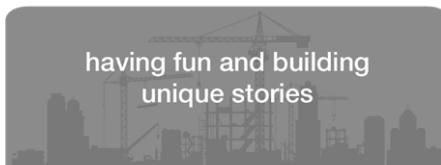
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## SIGNATURES:

I have read and understood the above position description relating to the role of *Client Development Manager*. I agree to and will undertake the above duties (understanding that this list is not exhaustive) and that from time-to-time additional duties will be required from me within the hours of my employment agreed to and in my Individual Employment Agreement.

SIGNED by the Employee

SIGNED by the Manager

Date

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Date

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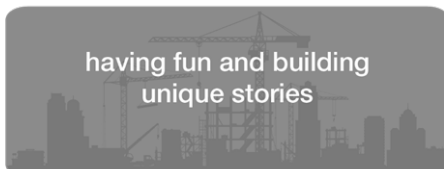
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## Our process



### **OUTREACH AND ADVERTISING** | Applications close: 28 May 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



### **APPLICANT SCREENING** | Mid-Late May

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



### **SELECTING AND SHORTLISTING** | Early June

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



### **CANDIDATE INTERVIEWS** | Mid June

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



### **VETTING AND DUE DILIGENCE** | Mid-Late June

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



### **DECISION AND ONBOARDING** | Early July

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

## Client Development Manager – new role

- Exciting newly created role, make it your own
- Develop and strengthen valuable client relationships
- Auckland, Hamilton or Christchurch location

## About Apollo Projects

Apollo Projects is a well-established name in New Zealand's commercial construction sector, with its head office in Christchurch and projects happening right across the country. They're known for delivering complex industrial and design-and-build projects, working closely with clients to turn big ideas into real, high-quality outcomes. With a strong focus on relationships, innovation, and doing things the right way, Apollo is continuing to grow and take on exciting new work across Aotearoa.

As part of this growth, Apollo Projects is now looking for a Client Development Manager to join their Pre-Construction team – someone who enjoys getting involved early, engaging with clients and helping shape what projects become. Sound like you?

## About the role

This is a role that sits right at the front end of projects – where ideas are still taking shape and relationships really matter. You'll be working closely with clients from the very beginning, helping them turn an initial concept into something clear, achievable, and ready to move forward. Along the way, you'll bring together Apollo's internal teams, consultants, and stakeholders to keep things aligned and moving.

You'll stay involved right through early design, feasibility, and proposals – playing a key part in turning opportunities into real projects that get built. A big part of the role is building trust with clients and becoming someone they want to work with again. At the same time, you'll be helping Apollo win new work and grow its pipeline in a sustainable way.

Key areas you'll be involved in:

- Building and strengthening client relationships
- Spotting and progressing new opportunities
- Leading early conversations with clients, consultants, and partners
- Coordinating feasibility, early design, and proposal work
- Helping shape projects so they're clear, viable, and ready to deliver

If you enjoy being part of the journey from "idea" to "let's build it," this is a role where you can really make an impact.

## About you

As the successful Client Development Manager, you'll likely come from a construction, consulting, property or related background and enjoy working with people just as much as you enjoy the technical side of projects. You're someone who builds trust easily, asks good questions, and can guide conversations toward practical outcomes. You are commercially aware, understand how projects come together, and have a track record of helping turn opportunities into real work.

You're comfortable working with a mix of clients, consultants, and internal team - and you enjoy bringing everyone together to get things moving in the right direction.

To be successful, you'll bring:

- Experience in a client-facing role, building relationships and progressing opportunities
- Exposure to winning work - whether through proposals, tenders, or presentations
- A solid understanding of the construction process and project lifecycle
- Strong communication skills and confidence engaging with a range of stakeholders
- A proactive, self-driven approach, while still being a team player.

## How to apply

To discover more about Apollo Projects, visit [www.apolloprojects.co.nz](http://www.apolloprojects.co.nz)

For a confidential discussion about the role; contact Deb Vaughan on 022 850 0188

Applications close: Thursday 28 May 2026

*Please note that applications will be assessed as they come in so please do not wait to make your application.*

Please do not email us your CV and Cover Letter.  
Please use the *Apply Now* link on our website.



**Deb Vaughan**  
Senior Business Partner  
Decipher Group

People-connector  
Creative  
Experienced  
Authentic

**decipher**

## Our Diversity, Equity and Inclusion Statement

Decipher Group care deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future.

Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.

**deciphər**

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