



SENIOR MANAGEMENT ROLE
JOB & PERSON SPECIFICATION
JULY 2010



JOB SPECIFICATION

POSITION:	SENIOR MANAGEMENT ROLE
REPORTS TO:	SOUTHERN REGIONAL MANAGER
DEPARTMENT:	MANAGEMENT
DIRECT REPORTS:	SALES MANAGER, D&E TEAM LEADER CONSTRUCTION MANAGER, HIRE MANAGER
WORKING RELATIONSHIPS:	OTHER BRANCH MANAGERS, FINANCE MARKETING, HUMAN RESOURCES, M&R MAJOR PROJECTS, MANUFACTURING MANAGER, EH&S/QA/E MANAGER

Purpose

- to lead all facets of the Branch operations in order to achieve the established Branch business objectives - both financial and non-financial, including customer service;
- to contribute to overall regional and national business objectives through co-operation, teamwork and expertise;
- develop a customer responsive, service orientated business.

Dimensions

- 1250 hire fleet buildings;

Key result areas

- financial performance;
- customer service;
- sales performance;
- hire fleet utilisation;
- OH&S.



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Key performance measures

- delivery in fill on time (DIFOT);
 - % of jobs completed as per customer promise, to specification;
 - average lead time from order to delivery;
- no. hire floors out v returned;
- customer quotation response in number of days;
- new hire agreement discount level movement;
- % sales jobs won at targeted margins;
- estimating using Oscar functionality, including elimination of price warnings where relevant;
- quotation success rate;
- size of quote tank measured in \$ or number.

General duties, responsibilities and authorities

- meet financial targets, including :-
 - revenue, EBIT, EBITDA, working capital and capex;
 - margin management and improvement;
 - expense management;
- ensure the timely delivery and installation of buildings and services to specification;
- take full accountability for the effective interaction of the Branch to the Manufacturing organisation to achieve optimum performance in speed to market, quality, output and cost;
- work closely with the local Manufacturing Manager to co-ordinate effective production scheduling;
- reliable and accurate forecasting and budgeting figures;
- to develop effective Branch plans and direction which are consistent with the overall business strategy;
- negotiation and management of contracts and financial risk;
- management of hire fleet assets;
- provide direction on developing high level sales growth plans for the Branch;
- actively target and build business relationships with key customers;
- initiate and monitor customer relationships at a senior level;



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General duties, responsibilities and authorities (cont.)

- participate and contribute to the Regional Management Team;
- ensure compliance to the Integrated Management System, including safety and the environment legislation, plus commitment to the maintenance of the safety program;
- training, development and succession plans are in place for staff;
- regular communication with Branch staff around results to date and future plans;
- review, audit and ensure compliance of company policies and procedures and any other relevant legislation.



PERSON SPECIFICATION

Qualifications and experience

Personal specifications

- vast middle-senior management experience, preferably in sales or building/ construction industry;
- experience in direct P&L responsibility;
- completion of tertiary studies in a relevant discipline (business/technical/ construction);
- computer literacy;
- a proven track record in strategic and tactical management of a geographical region of a business;
- contract management experience;
- experience in managing multi-disciplinary teams.

Demonstrated skills

- ability to focus on operational and strategic level issues;
- business acumen;
- teamwork;
- leadership skills to foster cultural change and improvement;
- best practice orientation;
- planning and organising;
- delegation;
- results driven;
- coaching others;
- problem solving;
- transparency.



HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by e-mail to 12714@hender.com.au

Telephone enquiries are welcome on (08) 8100 8829.

Please Note

Your application will be automatically acknowledged by a return e-mail.