

Examples of a Chief Executive's Job Description

This example of a Job Description focuses on the outcomes expected:

Chief Executive Officer, Perfect Persimmons International Ltd

Position Title: Chief Executive
Incumbent: Tane Smith
Responsible to : Chair of the Board
Location: Gisborne
Date: March 2002

Basic objective: The Chief Executive Officer will provide leadership and direction and coordinate all activities of the company in accordance with the goals and objectives of the organisation to safeguard and grow the assets of the organisation for future generations while providing sound returns to current owners.

Key Responsibilities

The Chief Executive Officer is invested with broad responsibilities and authority. Portions of these can be delegated but not the overall responsibility of the sustainability and profitability of the business.

1) Business Development

- International – both developing the wholesaler network offshore and developing markets in new countries
- New products – researching and testing
- Acquisitions – identifying and investigating

2) Management

- Strategic plan in coordination with staff and directors
- Business plan for each unit

3) Personnel

- Ensure the development and maintenance of equitable personnel policies which are consistent with corporate policies and industry and markets in which the company operates recognising that “ability to pay” will always influence the level of remuneration.
- Protect the interest and welfare of employees and establish suitable communication lines with them or their representatives.



- Determine limitations of authority for direct reports covering expenditure, contracts, personnel actions and the like
- Appoint, with approval from the Board where necessary, executives who report the CEO
- Direct and determine promotions, demotions, dismissals and other actions needed.
- Recommend remuneration changes for all supervisory personnel.
- Control the use of consultants and services provided by others, and at the same time as developing these skills in employees where possible.

4) Compliance

- Compliance with legislation and regulatory bodies is monitored.
- Timely accurate reporting to the Board of Directors
- Timely regular reporting to the New Zealand Stock Exchange

5) External Stakeholders

- Timely and regular reporting to the shareholders
- Maintaining a professional standard in all communications and services to wholesalers. Participation in tradeshows in partnership with locally-based wholesalers at once each year in each country of operation.

6) Finance

- Preparation of budget for approval by the Board of Directors in March each year.
- Reporting against budget monthly to the directors, explaining any variations and defining actions to be taken if budgets not met.
- Review increases in costs of any major items of raw materials, component or labour service charges. Ensure the adequacy and soundness of the company's financial structure reviewing all capital expenditure requests and arrangements for additional finance-funds

Relationships

The Chief Executive Officer is accountable to the Chairman of the Board for internal relationships with direct reports and for external relationships with suppliers, customers, the industry and government.

The conduct of these relationships may be delegated but not so far as to avoid the ultimate accountability for the morale of the employees, the image of the company or its standing in the community at large.

Internal relationships are with

- Financial Controller
- Products manager
- Wholesalers
- Orchard owners
- Legal adviser



Job Description

This is an example of a Job Description which includes outcomes as well as the skills and attributes required in a Chief Executive.

Chief Executive Officer, New Zealand Yachts Limited (NZYL)

Position

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| Position Title: | Chief Executive Officer. |
| Position reports to: | Board of Directors through the Chair |
| Direct Reports: | The direct reports to this position shall be determined by the CEO from time to time in consultation with the Directors. |

1. Background

New Zealand Yachts Limited is a Company which will develop Yachts initially in New Zealand but potentially in Australia and the Pacific as well. It is presently a subsidiary of Wooden Boats Limited but it is planned to separate ownership through a public offering of shares. Initial development of Yachts by NZYL will use technology provided by Wooden Boats.

2. Purpose of Position

The Chief Executive Officer will lead the establishment and development of NZYL to meet the objectives of the board.

3. Key Accountabilities

3.1 Strategy Development, Planning and Reporting

- Taking a proactive role in the formulation of future strategic objectives and bringing them to the Board for input, discussion and decision as to ratification.
- Ensuring that strong strategic and annual planning processes are in place to produce effective plans for approval by the Board.
- Ensuring that all financial and non financial reporting requirements are met on a timely and regular basis.



- Ensuring that reporting to the Board is always totally 'transparent' and on a 'no surprises basis.

3.2 Relationship Management

- Developing and maintaining effective strategic relationships with key stakeholders including shareholders, funders, contract counterparties, customers and partners.
- Developing a wide range of relationships and networks with the local, national and international energy and financial industry to position NZYL as a well known and credible organisation throughout the industry.
- Ensuring the development of effective and innovative lobbying strategies to industry and government in order to promote the interests of investment in renewable energy

3.3 Operational Management

- Ensuring that the day-to-day operations of the organisation are effectively and efficiently co-ordinated and implemented and conducted within the framework agreed to by the Board.
- Implement stringent project management processes to ensure the timely and cost effective development of the key projects undertaken by WOODEN BOATS.
- Maintaining effective working relationships with the Chairman and broader board.
- Develop and manage performance based contracts for the achievement of agreed NZYL projects.

3.4 Staff and Contractor Management and Leadership

- Building and maintaining a high performance culture through effective performance management, communication and coaching of staff and contractors.
- Provide clear leadership and promote and foster a team culture consistent with the organisations values.
- Ensuring the recruitment of appropriately skilled staff to positions, and establishing appropriate remuneration levels and performance based conditions for staff within the framework agreed to by the Board.





4. Key Competencies

4.1 Leadership

- Demonstrates passion and enthusiasm for an organisation's vision, and motivates, leads, and empowers others to achieve organisational goals.
- Inspires and leads others towards high levels of performance.
- Demonstrates an intellectual and professional leadership style that supports that attainment of respect and credibility by others.

4.2 Relationship Management

- Ability to establish and maintain positive working relationships with key stakeholders and commercial enterprises to facilitates the accomplishment of work goals.
- Ability to influence or persuade others to gain acceptance or agreement of ideas and approaches.

4.3 Problem Solving and Analysis

- Ability to analyse complex policy issues, draw correct conclusions and articulate clear and focused policy to wide and diverse audiences.
- Ability to understand issues and make systematic and rational judgments based on the relevant information.

4.4 Strategy Formulation

- Ability to formulate strategies and policies, and create new approaches in adverse situations.
- Ability to take a broad based view of issues and events, and have an understanding of their longer-term impact or wider implications.
- Ability to translate strategies into strategic and operational activities

4.5 Communication Skills

- Ability to assimilate complex issues and use appropriate communication strategies to influence wide and diverse audiences.
- Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.





4.6 Understanding of Business, Government and Industry Processes

- Demonstrates an in-depth knowledge of, and experience in, local and national government, business and energy industry processes and decision-making, and constitutional and accountability principles related to machinery of government.
- Politically astute; is able to read situations aptly and exhibit sound judgment.
- Understands how people work and has a positive non-threatening presence which commands respect from staff, members, and stakeholders.

4.7 Interpersonal Style

- Has a personal commitment to organisational excellence; displays honesty, integrity, and a strong sense of ethics in all decision and actions.
- Is resilient; remains calm and deliberate under conditions of stress
- Maintains a positive non-threatening presence which commands respect from staff, members, and stakeholders

4.8 Personal Organisation

- Has the ability to organise time to the best advantage of WOODEN BOATS.
- Manages competing demands to maintain a healthy balance between work, family and community activities.
- Maintains and manages personal health and fitness.

4.9 Governance/Management

- Experience in working with boards of directors providing professional, accurate, and strategic advice.
- Ability in implementing and delivering on boards of directors' decisions and policies.
- Understands the interface between the role of directors and management.
- Has an understanding of and commitment to being an equal opportunities employer.

