

Candidate Information Pack

EQI Global



Role Title	Chief Executive Officer
Organisation	Juice Products New Zealand Ltd
Company website	www.jp-nz.com
Location	Timaru, South Canterbury
Date	October 2022

EQI Global Consultants

Your key consultant contact/s for this assignment are:



Graham Ewing
Principal

Graham has been involved in high profile executive search and recruitment for over thirty-five years. His consulting style reflects his personal involvement with his clients and each selection assignment. He has an extensive network of relationships across numerous sectors at senior executive and governance levels.

+64 3 377 7793
+64 21 350 444
Graham.ewing@eqiglobal.com










Lynell Bell
Research Consultant

Lynell has extensive experience in candidate search, attraction and management across the executive recruitment sector. She provides discreet executive search services for our clients and is skilled in identifying and attracting potential candidates. She professionally supports candidates through the selection process

+64 3 377 7793
+64 21 0820 0515
Lynell.bell@eqiglobal.com

The Candidate Search & Selection Process:

The following are the typical stages of the process; the process order may vary from time to time. Following the receipt and review of applications stage, progression to each following stage is at the discretion of EQI Global and our client.

<p>Advertised Search</p> 	<ul style="list-style-type: none"> • In conjunction with advertising the role, extensive but discreet search is undertaken. • Applications must include your CV and we recommend a cover letter. • All applications will be acknowledged via email and are retained in our confidential database. • We welcome any queries about the role, the organisation or the process.
<p>Receipt & Review of Applications</p> 	<ul style="list-style-type: none"> • All applications are reviewed and considered against the requirements of the role. This review is completed in conjunction with our client and is generally completed within a week of the application closing date. • You will receive an update on the status of your application. • Your CV will be retained in our confidential search database unless you advise otherwise. • If selected to progress, you will be invited to attend an interview with one of our consultants, either in-person or via video call, dependent on location and other relevant factors.
<p>Consultant Interview</p> 	<ul style="list-style-type: none"> • Our interviews include structured, behavioural based questions and more informal discussion to enable us to assess your fit to the core competencies identified for the role. • You will be expected to provide specific examples of your past experiences as they relate to the position description for the role you are being considered for. • You should be able to clearly articulate the key skills, strengths and experiences you could offer the client in this role.
<p>Interview Review</p> 	<ul style="list-style-type: none"> • A confidential report of the findings of our interviews is provided to the client for their consideration and review. • The decision is made on which candidates to progress further. • You will be advised of the outcome of the review via phone or email. • If you have been selected to progress, we will be in touch to arrange an interview with the client.
<p>Client Interview/s</p> 	<ul style="list-style-type: none"> • The interview will be at the client's convenience and some flexibility may be required on your part to attend. The process may involve two client interview stages. • The interview is an opportunity for two-way discussion. Whilst the client is looking to understand more about you; you will also be considering if the setting is right for you. • You will be advised of the outcome of the interview via phone or email.
<p>Assessment & Checking</p> 	<ul style="list-style-type: none"> • Indepth referee checking will be undertaken. We will discuss your referees with you. • Psychometric assessment may be required. If so, this will be discussed in detail with you. • A range of checks, including but not limited to, criminal, credit, qualification, media and anti-money laundering, may be required dependent on the role. This is undertaken by a third party provider and will be discussed with you. You will be required to provide a copy of your passport or driver's license.
<p>Decision & Offer Process</p> 	<ul style="list-style-type: none"> • An offer may be made by our consultant or the client directly. This will be followed by the appropriate paperwork. • You are entitled to take legal advice before accepting any offer. • We can assist you in any negotiations. • We are available if you have any concerns before or once you start in the role.

ROLE		
Job Title:	Chief Executive Officer	
Reports To:	Juice Products New Zealand Board	
Direct Reports:	Senior Managers x 6	
Overall Responsibility	43 permanent staff plus up to 50 additional seasonal staff from late Jan – late Sep	
Location:	55-67 Sheffield Street, Washdyke, Timaru	

ORGANISATIONAL CONTEXT

Chief Executive Officer

Direct Reports

- Technical & Quality Manager
- Supply Chain Manager
- Production Manager
- Sales & Marketing Manager
- Finance Manager
- HR Specialist/Advisor

JPNZ PURPOSE	
Generating a sustainable future for all	
Our Critical Success Factors <i>(What we must get right)</i>	Our Values <i>(How we behave)</i>
<ul style="list-style-type: none"> • Safe Reliable Plant & Processes • Healthy, Empowered Working Culture • Competitive, Quality Products • Strong Relationships • Growing Sustainability & Profitability 	<ul style="list-style-type: none"> • Teamwork – we walk together • Responsibility – we own our actions • Honesty – we are open and honest • Respect – we show respect in everything we do • We embrace challenges as opportunities, deliver quality and celebrate success

POSITION SUMMARY	
Role Purpose:	
To provide effective leadership and vision for the company to grow value responsibly, in a commercial, profitable and sustainable manner.	
To set the 'tone' for Management to foster ethical and responsible decision making, appropriate management and best-in-class corporate practices.	
To champion the company culture and build a business that makes employees feel like valued members of the organization.	
Primary Objective:	
To achieve the budgeted revenue, margin and profitability measures as laid out in the company's budgets as approved by the board from time to time, so as to enable a satisfactory and sustainable return to shareholders, and provide the resources to implement the strategic plan as approved by the board.	

KEY RELATIONSHIPS	
Internal	Typical contact takes the form of:
Managers	Lead, liaise, provide information, support, coach, mentor
All staff	Advise, coach, support, role model
Board members	Provide advice, report information, answer queries
Steering committee	Provide information, answer queries
External	Typical contact takes the form of:
Customers	Providing information, negotiating contracts, liaising
Suppliers	Negotiating contracts, liaising, receiving information
Contractors	Negotiating contracts, liaising, receiving information
Growers	Negotiation, providing and receiving information
Government agencies	Giving and receiving information, liaising
Auditors	Providing information
Financial institutions	Providing information, Liaising
Export companies	Liaising, negotiation
Community organisations	Giving and receiving information, liaising

DELEGATED AUTHORITY FOR POSITION		
Authority Level	Activity/Level	Criteria
Financial <ul style="list-style-type: none"> Operational Project 	Approves routine expenditure within budgetary limits and is accountable for an expenditure budget. Approves unbudgeted capital expenditure up to \$200k per project	
Contractual <ul style="list-style-type: none"> Contracts Correspondence 	Able to commit the organisation to a course of action of commercial significance i.e. long term supply contract or sales order involving committing manufacturing resources of goods as per annual budget Approves and signs all contracts with external parties	
Communicating with Media	Is the appointed media spokesperson	Can delegate to managers where appropriate
Staffing	Ultimate authority within the organisation to authorise the engagement, promotion, discipline and dismissal of staff at any level	Can delegate some authority to managers where appropriates

KEY ACCOUNTABILITIES OF THE ROLE		
This section sets out the key accountabilities for the role		
Responsible for	Expectations	Performance Measures
Leadership	<ul style="list-style-type: none"> Provide leadership and vision to manage the company in the best interests of all its shareholders. Provide leadership in setting the Mission, Vision, Principles, Values, and the company’s Annual Operating Plan, in conjunction with the Board of Directors (Board). Provide leadership in the development of strategy and objectives Lead the company’s business growth in a profitable and sustainable manner through resourceful people, capitalizing on superior assets and innovation and operating in a socially responsible manner 	<ul style="list-style-type: none"> Company shows successful growth Vision and operating plan are aligned with parent company goals Annual Strategic Plan is developed and implemented Strategic goals are attained in terms of profitability and sustainability

<p>Community</p>	<ul style="list-style-type: none"> • Serve as the external spokesperson and principal liaison for the company, including effectively managing relations with the company's external stakeholders, such as shareholders, the communities in which the company operates, customers, creditors, suppliers, the media, government departments or representatives, non-government organisations and the public generally. • Be responsible for communicating the company's Mission, Vision, Principles, Values, strategy and business plan to external stakeholders. 	<ul style="list-style-type: none"> • Reputation of the company is enhanced and grown • Relationships with growers, suppliers and contractors are developed and maintained to ensure mutual benefit • A community sponsorship programme is developed and maintained to enhance JPNZs reputation as a leading community business
<p>Corporate Social responsibility</p>	<ul style="list-style-type: none"> • Provide leadership to Management in support of the company's commitment to Corporate Social Responsibility. • Foster ethical and responsible decision making by Management. • Set the ethical tone for the company and its Management, including <ul style="list-style-type: none"> ➤ overseeing the administration and implementation of, and compliance with the company's policies and procedures, ➤ taking all reasonable steps to satisfy the Board as to the integrity of the CEO and other senior officers; ➤ taking all reasonable steps to satisfy the Board that the CEO and other senior officers create a culture of integrity throughout the organisation; ➤ ensuring compliance by the company with statutory and regulatory requirements. 	<ul style="list-style-type: none"> • Environmental measures are put in place to ensure JPNZ acts in an environmentally friendly manner • Compliance with legislative requirements is maintained to a high standard • Policies and procedures are developed to ensure the company upholds strong ethics and principles of fairness • A culture of high standards is developed and maintained
<p>Board Relationships</p>	<ul style="list-style-type: none"> • Work closely with and report to the board of directors; foster relationships with board members and consistently maintain communication on material matters affecting the company by keeping them informed through agreed reporting processes and regular communications – “no surprises”. • Provide accurate and timely information and reporting to the Board • Be accountable to the Board for the performance of the company as measured against agreed strategies, plans and budgets. • Ensure the Board is informed of all areas of potential business and people risk. • Work with the Board to set, define and review the vision and strategy. 	<ul style="list-style-type: none"> • Board is fully appraised of all decisions and material matters affecting the company • Relationships with the Board and external stakeholders are developed and maintained

	<ul style="list-style-type: none"> Comply with all reasonable and lawful directions received from the Board. Carry out any other appropriate duties and responsibilities as reasonably requested by the Board. 	
Governance	<ul style="list-style-type: none"> Work closely with SC Foods (shareholder) regarding price decisions for major customer Work closely with the Steering committee to develop and implement short, medium and long term plans Ensure Directors are provided with information necessary to fulfil their responsibilities and statutory obligations 	<ul style="list-style-type: none"> Directors are appraised of responsibilities and duties that may change with NZ legislation requirements. E.g. Health and Safety
Strategic Planning	<ul style="list-style-type: none"> Develop a Strategic Plan for the company to maximize shareholder value. Ensure the implementation of the Strategic Plan Report to the Board in a timely manner on material deviations from the Strategic Plan or any parameters established by the Board. 	<ul style="list-style-type: none"> Strategic Plan is developed and implemented and reported on regularly Regular strategy meetings are held to ensure engagement with direction
Collaboration	<ul style="list-style-type: none"> Manage cultural expectations as between the New Zealand business and Japanese parent companies Foster collaboration between the Senior team and Board to combine the differing talents and outlooks of the individuals so that the sum of their contributions is greater than the two parts taken individually 	<ul style="list-style-type: none"> Highly effective working relationship is developed and maintained with Board and senior management team
Disclosure	<ul style="list-style-type: none"> Ensure appropriate and timely disclosure of material information, with the Board, and other members of management as needed to ensure effective running of business 	<ul style="list-style-type: none"> Appropriate disclosure of material information occurs
Business Management	<ul style="list-style-type: none"> Provide general supervision and management of the company's day-to-day affairs within the guidelines established by the Board, consistent with decisions requiring prior approval of the Board and the Board's expectations of Management. Ensure the development of an Annual Operating Plan including business plans, operational requirements, organisational structure, staffing and budgets that support the strategy and recommend the Annual Operating Plan to the Board for review and approval. 	<ul style="list-style-type: none"> Day to day management of the organisation is effective and innovative. Annual operating plan supports the overall strategy Delegated approvals are appropriate and complied with Budget is appropriately monitored and managed

	<ul style="list-style-type: none"> • Ensure the implementation of the Annual Operating Plan and direct and monitor the company’s activities and resources, consistent with the strategic direction, financial limits and operating objectives approved by the Board. • Approve commitments within the limits of delegated approval authorities. 	
Risk Management	<ul style="list-style-type: none"> • Provide the Board assurance that the proper systems are in place to identify and manage business risks and that such risks are acceptable to the company and are within the guidelines established by the Board. • Ensure the accuracy, completeness, integrity and appropriate disclosure of the company's financial statements and other financial information through appropriate policies and procedures. • Establish and maintain the company's disclosure controls and procedures through appropriate policies and procedures. • Establish and maintain the company's internal controls over financial reporting through appropriate policies and procedures. • Ensure that the company has complied with all regulatory requirements for the company's financial information, reporting, disclosure requirements and internal controls over financial reporting. • Provide required regulatory certifications regarding the company and its activities. • Ensure appropriate company policies and procedures are developed, maintained and disclosed. 	<ul style="list-style-type: none"> • All systems are developed to ensure compliance and ease of use. • Risk register is developed, controls implemented and monitored regularly • Policies and procedures are developed, authorised and disclosed appropriately • Oversees financial reporting appropriately
Occupational Safety and Health	<ul style="list-style-type: none"> • Ensure, so far as reasonably practicable, that the company complies with its health and safety obligations. • Comply with any personal obligations under the Health and Safety at Work Act 2015 (“HSWA”) (or any binding predecessor or successor legislation), including the officer’s due diligence obligation under HSWA. • Assist the Board to comply with its obligations under HSWA. 	<ul style="list-style-type: none"> • Safety is considered paramount and all measures put in place to ensure the safety of the team and the plant

<p>Organisational Effectiveness / Succession</p>	<ul style="list-style-type: none"> • Develop a strong organisation with the right people in the right positions. • Ensure that the company has an effective senior Management team below the level of the CEO. • Ensure that the Board has regular exposure to senior Management team members, and that there exists an effective plan of succession and development for the CEO and senior management positions. • Effectively manage the human resources of the organisation according to authorised personnel policies and procedures that fully conform to current laws and regulations and ensures the company operates with high staff morale. • Recommend appointments to senior management, monitor performance of senior management and provide feedback and training as appropriate. 	<ul style="list-style-type: none"> • Organisational structure is appropriate for the business outcomes required • Ensures good human resources practices are in place • Leadership style is appropriate, and generates confidence • Senior managers are coached and mentored and training provided where necessary
<p>Reporting</p>	<ul style="list-style-type: none"> • Monitor, measure, and report regularly on operational issues, opportunities, and development plans against company objectives. 	<ul style="list-style-type: none"> • Reports are accurate, complete and timely
<p>CEO Evaluation</p>	<ul style="list-style-type: none"> • Participate in reviewing the CEO position description with the Board. • Participate in developing CEO annual accountabilities consisting of personal and corporate goals and objectives aligned with the company’s Mission, Values, Strategic plan and Annual Operating plan as well as indicators to measure CEO performance and present to the Board for review and in the Board’s discretion, approval. • Ensure that an annual evaluation of CEO performance is conducted by the Chairman of the board. 	<ul style="list-style-type: none"> • Participate in and provide information to allow transparent evaluation of CEO performance.

ALL POSITION ACCOUNTABILITIES (These are generic responsibilities for all roles within JPNZ)		
I am responsible for	What is expected of me	I will be successful when
<i>Workplace Safety Practices:</i>	<ul style="list-style-type: none"> Participate in workplace safety practices, including accident and hazard reporting, safe work practices, and participate in evacuation processes 	<ul style="list-style-type: none"> Accidents involving the job holder are reported in a timely and accurate manner as specified in the Health and Safety Manual. Hazards identified by the job holder are reported to the Health and Safety Team as specified in the Health and Safety Manual. The job holder follows safe work practices. The job holder follows safe evacuation processes.
<i>Food safety and quality practices</i>	<ul style="list-style-type: none"> Strive towards attaining Food Safety and Quality objectives relevant to my role Follow guidelines and instructions set to upkeep food safety & quality and report any practices that may lead to adverse effects on food safety and quality 	<ul style="list-style-type: none"> Perform the job responsibilities in line with food safety and quality as per the FSQMS procedures Report the hazards to food safety & quality to your immediate supervisor and/or the HACCP team members Follow work practices set to upkeep food safety and hygiene including the redline procedures

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Board. This Position Description will be reviewed as part of the preparation for performance planning for the annual cycle.

KEY PERSON SPECIFICATION		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Minimum of Bachelor degree in Business Administration or related field. i.e. management, marketing 	Masters Degree in Business Administration
Knowledge/ Experience	<ul style="list-style-type: none"> 8-10 plus years’ experience in senior management or executive positions in various businesses and industries Previous business management experience in the manufacturing sector or in product management a plus Experience in the food sector Business development experience (Experience of launching new products, such as finding new customers, making business plan and making improvements in these products) Deep understanding of leadership best practices, human resources, and general finance and budgeting Works well under pressure, can handle and delegate workload effectively Corporate governance experience and working with international Boards A strong understanding of business, finance and other areas of management A strong understanding of what clients and stakeholders need from an organisation Advanced knowledge of how to enable cultural development within an organisation Knowledge of company law and other legislation relevant to the organisation. 	
Attributes	<ul style="list-style-type: none"> Ability to build and foster relationships with fellow executive team members, board members, and key stakeholders Effective in engaging a board of directors in the work of the organization Ability to lead by example and inspire confidence and positivity Proven ability to effectively influence people to achieve desired outcomes Excellent interpersonal and relationship building skills Innovative problem solver Accountable decision maker Prioritization of projects and resources Works well under pressure. Can handle and delegate workload effectively Commitment to shareholders (Japanese Company) Commitment to budget achievement 	