

Candidate Information Pack

EQI Global



Role Title	Chief Executive Officer
Organisation	FANZ Private Wealth
Company website	https://www.sbsbank.co.nz/invest/fanz-private-wealth/about-us
Role Location	Wellington or Christchurch
Date	November 2022

EQI Global Consultants


Your key consultant contact/s for this assignment will be Graham Ewing and Lynell Bell.



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.

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India Bell
Consultant

India delivers a professional and seamless process that provides clients with a pool of talented candidates for their selection across a range of roles and industry settings. With extensive local networks, her consulting approach builds on the disciplines of quality and customer service that she has developed throughout her people focused career.

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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

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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.

Job Description – Chief Executive Officer



Department:	Executive	Band:	TBC	Last Update:	October 2022
Overview	<p>FANZ operates as a separate legal entity operating in the NZ funds management industry that includes the Private Wealth/Financial Advice sectors. FANZ is a holder of a Discretionary Management Service (DIMS), Managed Investment Scheme (MIS) and Financial Provider licences. FANZ has in excess of \$1.4b in funds under management and advice with over 22,000 clients.</p>				
Purpose	<p>To ensure effective management, long term success and financial viability of Funds Administration New Zealand Limited (“FANZ”) and delivering to all stakeholder expectations.</p> <p>As a member of the (Department) Team and clearly responsible for their functional areas of expertise the incumbent is also expected to think and act in the wider context and interests of FANZ and the SBS Group. For example, contribution to the development and delivery of overall strategy, marketplace and member outcomes, innovation and cultural development.</p>				
Dimensions	<p>FANZ operates as a separate legal entity operating in the NZ funds management industry that includes the Private Wealth/Financial Advice sectors. FANZ is a holder of a Discretionary Management Service (DIMS) and Managed Investment Scheme (MIS) licences.</p> <p>FANZ Funds Under Management and under Advice: Approx. >\$1.4bn</p> <p>FANZ Revenue: > \$12 million</p> <p>Operating Expenditure: > \$10m</p>				
Values	<p>Champions FANZ Values and Behaviours by acting as an ambassador for our organisation, you model our agreed values, your actions promote and advocate adherence to our values.</p>				
Reporting to:	<p>FANZ Chairman/Board or to any other representative of the Employer designated from time to time by the Employer</p>				
Staff Reporting to this Position:	<p>6 direct reports</p>				
Key Relationships:	<p>SBS Bank and FANZ Board of Directors</p> <p>FANZ Senior Management</p> <p>SBS Bank and Group Executive Management</p> <p>Industry Leaders</p> <p>Regulators and Supervisors (FMA, Trustee, Auditors, Custodians, Legal Advisers, IRD)</p>				

Key Result Areas: The CEO has responsibility for the following key result areas:

Strategy & Business Plan

- Works effectively with the Board to develop the long-term strategic direction and short/medium term business plan priorities to ensure that FANZ operates as a commercially sustainable, high performing organisation that continues to provide excellent investment offerings for the benefit of New Zealanders.
- Ensures that the strategy and business plans address issues and opportunities raised by the Board, shareholders, risk assessments and from other relevant sources by keeping abreast of business, economic, and political trends.
- Strategic effectiveness – operates with a keen understanding of how best to build brand value and show responsiveness to emerging risks and opportunities as the industry and the market changes.
- Ensures the vision, values, strategy, business priorities and objectives of FANZ are communicated and understood by all team members.
- Manages the company to generate sustainable margins across all divisions of the business, while remaining competitive enough to achieve growth.
- Regularly reviews and stays closely engaged with sales, costs, margins, growth and opportunities.
- Sets budgets and allocates resources for each department/project/activity/goal. Maintains oversight.
- Responsible for delivery of tactical and strategic initiatives to advance the FANZ vision i.e. through oversight and delivery of all channel strategies and including sponsorship of strategic digital initiatives. Directs the transformation of the FANZ application portfolio to reflect a more modern, flexible architecture and platform, allowing FANZ to seamlessly add new capabilities, improve the product development process and significantly grow volumes.

Organisational Performance & Reporting

- Communicates effectively with the Board and provides timely and accurate information necessary for the Board to function properly and to make informed decisions.
- Regularly reviews resource allocation, to assess relevance to the strategy, and to financial targets.
- Financial performance - delivers on the strategy around finance, margins, sales growth, business efficiency and comprehensive reporting – proves to be a safe pair of hands with business savvy.
- Presents and reviews a monthly reporting pack with the Board.
- Effectively and prudently manages FANZ resources to optimise outcomes on investment.
- Identifies and acts on opportunities for increased efficiency and effectiveness.
- Delivers on performance targets.
- Oversees FANZ’s effective operation and administration.
- Manages risks and incidents and reports to the Board as appropriate ensuring there are “no surprises”.
- Has overall responsibility for and oversight of Board reporting.
- Complies with all reasonable and lawful directions and policies received from the Board.
- Complies with all relevant legislative and regulatory requirements and good employer obligations.
- Completes all required shareholder, FMA and investor reporting.
- Enhances capability and market competitiveness.

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- Tests the effectiveness of organisational performance using a range of appropriate measures and processes (financial and non-financial performance indicators, stakeholder feedback, impact etc).
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Leadership

- Responsible for the management of planning, staffing and budgeting of operational areas of FANZ to ensure appropriate execution on policies and procedures while achieving FANZ's strategic business objectives in an efficient and effective manner.
 - Models to all exemplary management and leadership behaviours, ethics and values.
 - Establishes clear accountabilities, expectations and performance standards with direct reports.
 - Undertakes regular performance management and acts on underperformance.
 - Responsible for the provision of a challenging and stimulating environment, primarily through delivering quality leadership to direct reports and team leaders and empowering them with the skills, tools and resources to follow through with their respective leaders and teams. This is to be achieved within a culture aligned to the wider FANZ performance culture and values.
 - Fosters an open, collaborative environment that encourages quality, innovation, on the job learning and knowledge sharing.
 - Leads an agile organisation, to deliver quality outputs and seen as credible by external stakeholders.
 - Plans effectively for succession in key roles.
 - Manages performance reviews and professional development plans for team members.
 - Provides and promotes investment excellence.
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Stakeholder Engagement

- Works with the Board to build effective relationships with FANZ, SBS Bank, Supervisors, business partners and monitoring agencies.
 - Maintains and reports to the Board on the stakeholder engagement and communication plan.
 - Builds and maintains effective relationships and partnerships with key stakeholders.
 - Builds strategic alliances to ensure our science is delivering tangible benefits to key stakeholders.
 - Ensures FANZ's reputation in external interactions aligns with our role as a responsible organisation.
 - Grows FANZ's reputation and position.
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Health, Safety & Wellbeing

- Fulfils their obligations under the Health and Safety at Work Act 2015 by complying with the company's health and safety policies and procedures.
 - Takes reasonable care to look after their own health and safety, fitness for work, and the health and safety of others, including members.
 - Takes an active and visible leadership role in health, safety and wellbeing activities.
 - Ensures that no action or inaction on their part results in injury or illness to either themselves or to others.
 - Identifies and notifies all hazards.
 - Reports all accidents, incidents, near misses and hazards to their manager, or another person in charge immediately.
 - Attends and actively participates in health and safety discussions and training.
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- Effectively uses personal protective equipment and clothing supplied for all work that requires it.
- Develops a strong culture of health and safety, facilitates team member engagement and ensures legislative compliance.
- Takes an active and visible leadership role in health, safety and wellbeing activities.

Operational Activities

- Contributes to the flow of communication within the team, by actively participating in team meetings.
- Responsible for ensuring familiarity with and adherence to internal SBS policy and procedures.
- Performs other such duties as may be reasonably required by the Chairman.

SBS Competency Framework

