North Otago Irrigation Company Limited

Position Description

Position Title:	General Manager	
Accountable To:	Chairman and the Board of the Company	
Accountable For:	Directly:	Staff (11) Contractors Consultants
	Indirectly:	Contractors Casual Staff
Scope	The scope of the accountability is:	

Balance Sheet	$150 million
Infrastructure:	$145 million
Annual Revenue	$15 million
Capital Project/s	$1 - 5 million

Purpose Provide strategic and operational leadership of the Company. Accountable to the Board for the Company's performance against its financial, shareholder and strategic priorities as described in the Company strategic plan.

Primary Objectives

- Ensuring the Company complies with all its Health & Safety obligations, both morally and regulatory.
- Maintain a Company culture where employees want to work, and shareholders want to belong. Maintain an effective and collaborative senior leadership team.
- Provide strategic leadership and vision to the organization so that the Company develops and delivers its strategic objectives.
- Optimization of shareholder and stakeholder relationships for the betterment of the organization.
- Achieve agreed financial targets and be responsible for the financial overview of the organization.
- Ensuring the achievement of compliance, policy and operational goals and objectives.
- Effective implementation of the company's Environmental Plan.
- Development and implementation of the plan to complete Stage 2 share sales and expand the scheme to its full potential.
- Drive continuous improvement in all aspects of the Company's business
- Appropriately identify and manage all risks to the Company's business.

DRAFT

Accountabilities

- Provide the leadership, systems and processes to ensure adherence to the H&S policies of the Company.
- Represent the Company's values, mission and vision.
- Develop the Company strategy, including short and long-term goals in conjunction with the Board.
- Monitor, respond and make recommendations to the Board on policy, major operational and strategic decisions.
- Implement the Company's strategic plan.
- Develop and implement Policies of the Company.
- Identify, track, manage and report on the risks facing the Company.
- Act as the Company communicator and advocate to internal and external stakeholders including the media.
- Facilitate the integration of the Company into the Community by using effective marketing and communications activities.
- Manage the staff and consultants employed by the company and evaluate performance regularly. Ensure staffing capability as required to deliver to company objectives. Ensure appropriate team and individual staff development and training.
- Provide general oversight of all Company activities and assure a smoothly functioning, efficient organization.
- Work with Board Chair to enable the Board to fulfill its governance functions and facilitate the optimum performance by the Board and its committees.
- Provide appropriate monthly Board reports and participate in Board meetings as required.
- Oversee the treasury and cashflow activities of the organization including treasury management, budgeting, forecasting, reporting and audit along with the Commercial Manager.
- Manage and maintain good working relationships with Iwi, Local Council, Regional Council and Central Government officers and politicians.
- Lead the development and effective implementation of the organisation's Environmental Plan.
- Ensure the Company's assets are appropriately recorded, tracked, managed and maintained. Ensure there is a comprehensive and effective asset management plan in place.
- Maintain good working relationships with banks and other funders along with the Commercial Manager.
- Ensure good relationships with the shareholders and other stakeholders are developed and maintained.

DRAFT

- Liaise with Crown, Regional Councils, INZ and other irrigation companies, and environmental and community groups to promote the interests of the Company and the industry generally.
- Represent the Company as Director on the Waitaki Irrigators Collective (a lobby organization representing 75,000 ha of irrigated land in Canterbury / Otago).

Relationships

The General Manager will be expected to maintain effective relationships with the following people:

Internal

- Board Chairman
- Directors
- Shareholders
- Staff
  - Commercial Manager
  - Environmental Manager
  - Operations Manager
  - Technical Manager
  - Field Staff
- Consultants
- Funding partners

External

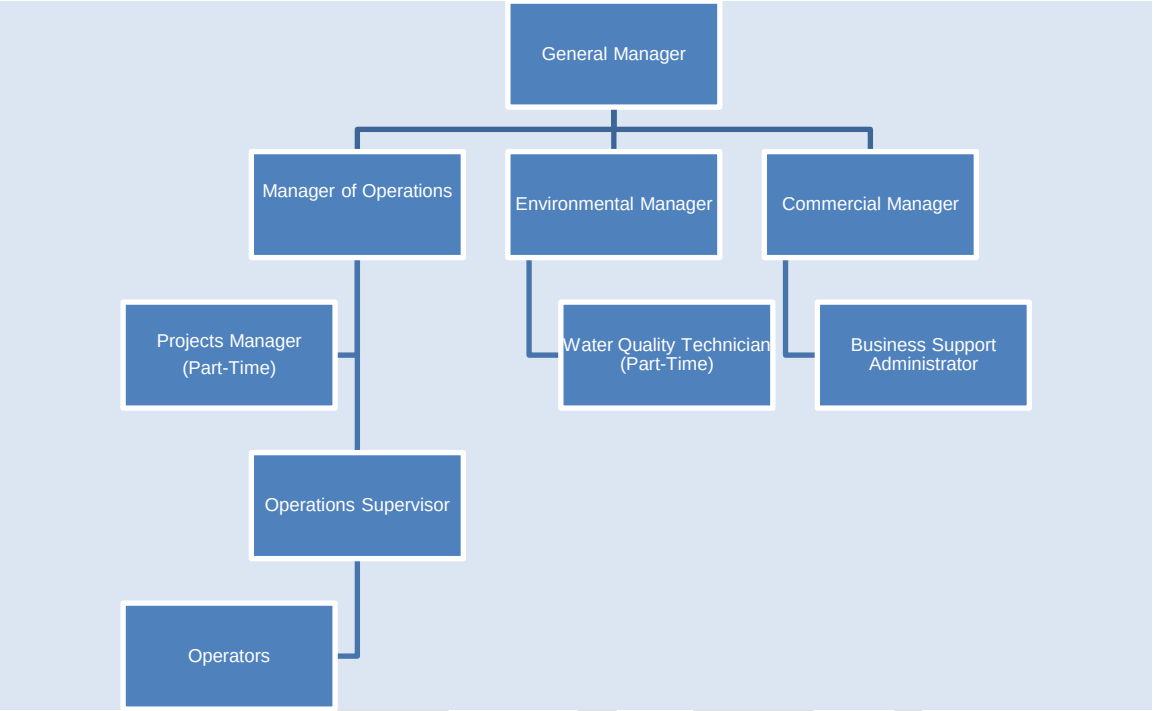
- Potential new irrigators and shareholders
- Consultants
- Waitaki District Council
- Senior officials with Crown, Environment Canterbury, Otago Regional Council and other territorial Local Authorities
- Representatives of Government and statutory agencies, e.g. BioSecurity NZ, Department of Conservation, Ministry of Primary Industries, and professional bodies e.g. Fed Farmers etc.
- The media
- Bankers
- Energy Supply Companies
- Lower Waitaki Irrigation Company
- Other irrigation companies
- Irrigation New Zealand
- Waitaki Irrigators Collective
- Environmental and community goups
- NOSLaM
- Company Contractors and Suppliers

Limits of Authority

The General Manager shall have such authority as may be determined from time to time by the Board of the company in accordance with advice and direction of the Board Chairman. The Board may delegate in writing in accordance with the approved policies.

DRAFT

Organisational Chart



DRAFT