

ROLE DESCRIPTION

JOB TITLE: **Head of KPH Construction Ltd**

REPORTS TO: KPH Board

SUPERVISES: Operations lead staff member, administration staff member, approximately 12 building staff, cleaner.

PURPOSE OF POSITION: To manage all aspects of this building business to further grow profitability, efficiency and industry reputation.
To grow staff to meet their potential, ensuring supervision to maintain health and safety, quality outcomes and industry compliance.

LOCATION: 10 Allen Bell Drive, Kaitaia

KEY ACCOUNTABILITIES: Strategic leadership
Business management
Building Industry Practice
People Management
Organisational Performance
Stakeholder relationships
Compliance

Key Result Area	Expected Outcomes/Performance Indicators
Strategic Leadership	To implement the direction provided by the KPH Board in running KPH Construction Ltd as a profitable and respected building business.
Business Management Responsibilities	<ul style="list-style-type: none"> • Manage business flow: prospecting new business, estimating/bidding, contracting, procurement, supply chain relationships, customer relationships, project delivery, variations, project completion, reporting. • Contract Management. • Manage subcontractors to provide client's turnkey building packages. • Responsible for overall budget, payroll and monthly claims payment. • Maintain facilities, vehicles, plant and machinery via an asset register. Implement inspection, maintenance, and replacement programme. • Ensure timely supply and safe storage of materials and consumables. • Maintain appropriate insurances. • Update and maintain Policy and Procedures Manual and other quality control systems. • Ensure business resilience and contingency processes are in place, including for Covid-19 and other potentially significant disruptive events.
Building Industry Practice	<ul style="list-style-type: none"> • Stay up to date with building industry news and best practice. • Effectively communicate and build positive working relationships with industry and customers to optimise overall sales and services. • Seek methods to innovate to reduce costs and improve delivery and services.

Key Result Area	Expected Outcomes/Performance Indicators
People Management	<p>Responsible for staff and apprentice recruitment, in agreement with the Board.</p> <ul style="list-style-type: none"> • Ensure staff are qualified, trained and competent for their duties. • Assign staff duties, oversee their performance and support their personal development. <p>Contract sub-contractors as required. Manage overlapping interest process for multiple activities on worksites and in yard.</p> <p>HSE: Act as lead PCBU – (Person conducting a business or undertaking).</p> <ul style="list-style-type: none"> • Update the Health and Safety in Employment (HSE) system to ensure it reflects best practice. • Champion a culture that ensures everyone gets home safely every day. <p>Supervise administrator to maintain employee records, including administration, HSE, payroll, record keeping, support systems and cleaning.</p>
Organisational Performance	<ul style="list-style-type: none"> • Implement financial management and due diligence (including managing capex, opex and financial reporting), and implement procurement policy as set by the Board. • Ensure construction projects are delivered on time, on budget and to the required standards. • Liaise with Te Waka Pupuri Putea General Manager about integrating Te Rarawa’s building projects and contracts into work programme. • Help identify systems improvements that would improve business efficiency. <p>Contribute to the development of an organisational culture by:</p> <ul style="list-style-type: none"> • consistency with the Te Rarawa values of accountability, empowerment and alignment of values • a focus on building and maintaining good industry practices • delivering high level internal communication to build high trust working environments and timely communication • applying good employer practices and good faith principles, including equal opportunities.
Stakeholder relationships	<p>Maintain strong relationships with stakeholders to ensure alignment of economic, social, environmental and cultural objectives and further enhance the company’s good reputation.</p>
Compliance	<ul style="list-style-type: none"> • Accountable for compliance with all relevant legislation, accounting standards, good commercial practice. • Building standard outputs meet local authority requirements, e.g, FNDC building inspections. • Responsible as SRO for Health and Safety in Employment obligations for the business. Including meeting health and safety requirements on work sites, including the workshop. Maintain a current Risk and Hazard register and a culture of risk management. Provide required PPE and ensure it is used. Manage OSH notifications and incident and accident reporting.

Essential Skills:

Licensed Building Practitioner
Minimum 5 years’ experience managing building projects
High level of contract management skills
Building cost estimation skills

Organised, multi-tasker
 Effective leader of building team. Able to motivate and inspire staff.
 High level of financial management skills.

Desirable Attributes: Affiliated with Te Rarawa iwi
 Desire to support and grow trainees

KEY COMPETENCIES:

<p>Strategic orientation Is able to take a broad perspective and act in line with future plans and priorities. Able to contribute to strategic planning and influencing all stakeholders and drive organisational response to future needs</p>	<p>Relationship Management Creates mutually beneficial partnerships and productive working relationships with external and internal stakeholders and interacts confidently at the highest levels employing astute interpersonal skills and building trust and respect</p>
<p>Commercial savvy In tune with key commercial, business and industry and sector drivers, spotting areas for competitive advantage, growth and cost reduction ahead of the competition. Develops strategies to maximise potential advantage.</p>	<p>Dealing with Uncertainty Excels in an environment where there is a lack of certainty and high levels of change or ambiguity. Thrives in role of change agent and reacts positively to changing priorities and needs.</p>
<p>Leading others Is a natural and inspirational leader, who inspires dedication, commitment and enthusiasm in others. Is skilled in utilising different leadership styles, but always leads by example and operates with integrity.</p>	<p>Change management Develops high level change strategies across the business and provides leadership through change. Facilitates change and ownership in own areas and across stakeholders.</p>
<p>Persuading/Influencing Uses effective influencing strategies at the highest level, both internal and external and ensures objections are neutralised and acceptance and buy-in is gained to way of thinking or course of action.</p>	<p>Politically Astute Diplomatic, politically savvy, uses internal and external resources to facilitate the attainment of objectives.</p>
<p>Teamwork Works as a team player and takes advantage of existing practices, values and beliefs to build a culture of trust and openness amongst team members and encourages all to participate and share. Motivates team towards goals and enhances team effectiveness by taking responsibility to resolve team issues and promote harmony.</p>	

Competencies are the combination of observable and measurable knowledge, skills, abilities, and personal attributes that contribute to enhanced employee performance and ultimately result in organizational success.

ABOUT THE OWNER – Te Rarawa

Te Waka Pupuri Pūtea Trust (Te Waka) is the owner of KPH Construction Limited (from October 2021). Te Waka is an asset holding group, wholly owned by Te Runanga o Te Rarawa. Te Waka is made up of a charitable trust and a limited company with Māori authority status. Governed by five trustees/directors plus ex-officio representatives, the group has a goal to build a sustainable economic base that will support Te Rarawa and its vision for the future.

Te Rarawa settled its historical Treaty claims in 2015 and Te Waka is responsible to protect, manage and grow Te Rarawa commercial assets taking an inter-generational approach, with an emphasis on economic, social, environmental and cultural outcomes, (known as the four pou), to support the long-term development of Te Rarawa whānau, hapu and Iwi. This building company enables us to participate further in the construction industry, provide training and employment and deliver a range of our own business objectives, in addition to general commercial building activity.

Our Vision for the future - [O Tātou Whāinga](#)

Ko ngā whānau o te Rarawa, kei te tūkaha ki tō rātou tuākiri tangata, kei te piri pūmau ki tō rātou marae, kei te mau tonu te manawa ki ngā mahi āwhina.

Te Rarawa whānau strong in their identity, active with their marae, and making a contribution.

Our Mission - [O Tātou Kaupapa](#)

Ko Te Rūnanga o Te Rarawa te kaiarataki kia ārahina ngā hapū-a-iwi ki te kaiwhakamanawa i tō mātou mana whenua, mana tangata, me ngā rangatiratanga i raro i te whakatōpūtanga o Te Rarawa whānui, whānau, hapū, iwi.

To provide the means for hapū and marae to develop their resources within each rohe, to enhance the wellbeing of Te Rarawa.

Te Rarawa Values

Wairuatanga:	The spiritual dimension accompanies the physical reality.
Kaitiakitanga:	Taking responsibility for our environment so it can sustain our communities.
Te Reo:	Our language is a cornerstone of our identity.
Rangatiratanga:	Effective and courageous leadership that is innovative and visionary.
Whanaungatanga:	Strengthening our connections with each other.
Kotahitanga:	Working together and building a unity of purpose.
Mātauranga:	The value of knowledge and expertise.
Manaakitanga:	Looking after each other.
Mana Whenua:	The customary authority of hapū over our rohe.
Whakatau tika:	Accountability underpinned by open communication, transparency, and sharing of information.
Ahikā:	Recognition of those that keep the home fires burning.

ABOUT KPH Construction

Formed over 30 years ago KPH Construction Ltd is a locally owned and operated company. In it's early years, KPH was purely a house building company, but with transition and development it are now one of the larger construction companies of the north. Housing still plays a large part in the operation, but over the last 17 years we have completed most of the larger projects in the Far North including, Kaitaia Police Station, Kaitaia District Council building, St Saviours Church, Te Ahu Centre and Juken Nissho Triboard Mill.

With a staff of up to 35, the company is known through Northland for its commitment to training apprentices. For the last 30 years KPH has taken on between 1 and 2 apprentices every year, and a reflection of this is the number of self-employed builders in the north who have come through our ranks. Solutions are found to fit client's aspirations and budget.

The company Philosophy is to be totally involved with the community.

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR	DATE

PERSONAL INFORMATION			
Family Name:			
Given Names:			
Contact Address:			
Date of Birth:			
Next of Kin Name, Relationship (Parent/Wife/etc) & Contact Number:			
Email Address:			
Contact Phone:	Day		Evening
Have you reached the current school leaving age			Yes/No
Are you legally entitled to work in New Zealand?			Yes/No
As:			Yes/No
A New Zealand citizen			Yes/No
A permanent resident			Yes/No
A holder of a current work permit			Yes/No

EDUCATION AND TRAINING		
<i>Schools and institutions attended</i>	<i>Dates</i>	<i>Courses taken and qualifications gained</i>
Do you have any other qualifications/certificates/licenses or attended any courses? (Give details)		

Present or most recent employer	
Company:	
Address:	
Position Held:	
Main duties:	
No. of hours per week:	
Length of service:	
Reason for leaving:	
For the purposes of compliance with the Privacy Act 2020, do you consent to the company contacting your present employer for the purposes of reference checking.	Yes/No
Next most recent employer	
Company:	
Address:	
Position Held:	
Main duties:	
No. of hours per week:	
Length of service:	
Reason for leaving:	
Next most recent employer	
Company:	
Address:	
Position Held:	
Main duties:	
No. of hours per week:	
Length of service:	
Reason for leaving:	

Have you ever worked for this company or an associated company before?	Yes/No
If yes, where and when:	
Do you have secondary employment?	Yes/No
If yes, please detail:	

Employer questions

- How many years' experience do you have in the construction industry?
- Which of the following statements best describes your right to work in New Zealand?
- Do you have customer service experience?
- How many years of people management experience do you have?
- Do you have experience in a role which requires relationship management experience?
- Do you have a current New Zealand driver's licence?
- Have you worked in a role which requires a sound understanding of claims management processes?

REFEREES

Give name, address and telephone numbers of at least two referees.

<i>Name</i>	<i>Position</i>	<i>Address</i>	<i>Phone No.</i>

I.....consent to the company seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the company for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the company is supplied in confidence as evaluative material and will not be disclosed to me.

Signature: Date:

GENERAL

Do you have any criminal convictions, not including any concealed under the Criminal Records (Clean Slate) Act? If yes, please detail:	Yes/No
Have you been the subject of a Diversion ordered by the courts?	Yes/No
Are you awaiting the hearing of any criminal charges? If yes, please detail:	Yes/No
Do you have a current drivers license?(photocopy both sides please) If yes, what classes?	
Drivers License no:	
Do you have any demerit points or endorsements?	Yes/No
Do you have any civil legal proceedings against you pending? If yes, please detail:	Yes/No

MEDICAL

Have you ever suffered with or currently suffer with any of the following? If yes, please provide more detail including any treatment/medication: Tetanus, Leptospirosis, Diabetes, Hepatitis:	Yes/No	
Epilepsy, Fits, convulsions, blackouts, dizzy spells:		
Skin conditions (eg eczema, dermatitis):		
Back sprain/strain:		
Hearing loss / Vision disturbances:		
Lung conditions (eg wheezing, bronchitis, asthma):		
Shoulders, elbows, wrists or hands conditions:		
Hips, knees, ankles or feet conditions:		
Allergies or sensitivities:		
Do you have difficulty wearing any Personal Protective Equipment (PPE) such as: glasses, goggles, boots, earmuffs or plugs, respirator, face shield?		
Have you ever had an ACC claim for an injury or disease that may prevent you from completing the duties you will be employed for? If yes, then please provide more detail including dates and if your claim is still open:	Yes/No	
If you are offered employment, the offer may be made subject to your obtaining a full medical clearance (by completion of medical examination) to assess your fitness for the job for which you are applying.		
Do you consent to undergo a medical examination if you are offered employment?		
Are you comfortable working in a mandated vaccination workplace?	Yes/No	

PRIVACY ACT CONSENT

Do you consent to the company retaining the information contained in this application form for the purposes of considering your suitability for any other position that may arise with this company in the future?	Yes/No
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DECLARATION

I.....(full name) declare that to the best of my knowledge the information provided in this application and in any resume enclosed is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment may be terminated. [I further understand that any offer of employment if made is conditional on my obtaining a full medical clearance]

Signature: Date:

PLEASE ATTACH ANY SUPPORTING DOCUMENTS TO THIS APPLICATION
 (e.g. qualification certificates, letters of reference, CV and cover letter)
 Please email your application pack to hr@terarawa.co.nz Applications close: 28 February 2022

Section 1: Approved Agency to complete

(For more information please see the [Guide to Completing the Consent Form](#) -

<http://www.police.govt.nz/advice/businesses-and-organisations/vetting/forms-and-guides>)

Name of Approved Agency submitting vetting request:

Name of Applicant to be vetted:

Description of Applicant's role:

Applicant's purpose

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Contractor/Consultant | <input type="checkbox"/> Volunteer | <input type="checkbox"/> Prosecution |
| <input type="checkbox"/> Vocational Training | <input type="checkbox"/> Licence/Registration | <input type="checkbox"/> Visa/Work Permit | <input type="checkbox"/> Other |

What group(s) will the applicant have contact with in their role for your agency?

- | | | | |
|---|----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Children/Youth | <input type="checkbox"/> Elderly | <input type="checkbox"/> Other Vulnerable Adults | <input type="checkbox"/> Other |
|---|----------------------------------|--|--------------------------------|

What is the applicant's primary role for your agency?

- | | | | |
|--|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Caregiving (Children) | <input type="checkbox"/> Caregiving (Vulnerable adults) | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Education |
| <input type="checkbox"/> Other | | | |

Is this request mandatory under the Vulnerable Children Act 2014 (VCA)?

- | | |
|--|--|
| <input type="checkbox"/> Yes (VCA Core Worker) | <input type="checkbox"/> Yes (VCA Non-Core Worker) |
| <input type="checkbox"/> No (mandatory under other legislation/optional/standard Police Vet) | |

If this is a mandatory Vulnerable Children Act request, please specify the check reason below:

- | | |
|--|---|
| <input type="checkbox"/> New Children's Worker | <input type="checkbox"/> Existing Children's Worker |
| <input type="checkbox"/> VCA Renewal | |

Evidence of Identity (to be completed by agency representative/delegate or identity referee - see [guide](#) for details)

- A primary ID has been sighted (Mandatory – see the [guide](#) for further details)
- A secondary ID has been sighted (Mandatory – see the [guide](#) for further details)
- One form of ID is photographic (Mandatory – see the [guide](#) for further details)
- Evidence of name change has been sighted (if applicable)

OR: If your organisation is able to accept a verified RealMe identity then:

- An assertion of a RealMe identity has been received (see [guide](#) for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#)
- ✓ I am satisfied with the correctness of the applicant's identity
- ✓ I have obtained the Applicant's authorisation to submit this vetting request as set out in section 3 of this form

Approved Agency Authorised Representative:

Name: _____ Date: _____

Signature: _____ Electronic Signature

Name of Approved Agency submitting vetting request:

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

Details (note: the name you are most commonly known by is your primary name)

*Family name (Primary):

Given name(s):

*Gender: (M) (F) (Other)

*Date of birth:
(dd/mm/yyyy)

Place of birth:
(Town/City/State)

*Country of birth

NZ Driver Licence number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name	First name	Middle names
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Residential Address

*Number/Street:

Suburb: Post Code:

*City/Town/
Rural District:

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - Information subject to name suppression where that information is necessary to the purpose of the vet
 2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b. Section 31(3) of the Vulnerable Children Act 2014 applies to this request (safety checks of core children’s workers).
 - c. The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.

Please see the [guide](#) for more information regarding the Clean Slate legislation.
 3. The Police Vetting Service may disclose new relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police Vetting Service has ascertained that the purpose of the Police vet (e.g. employment role) still exists.

The Vetting Service will endeavour to notify you prior to the disclosure.
 4. Information provided in this consent form may be used to update New Zealand Police records.
 5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
 6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
 7. I may withdraw this consent, prior to Police’s disclosure of the vetting result, by notifying the Approved Agency.
- For further information, please see the [Guide to Completing the Consent Form](#).

Applicant’s Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability at any time.

Name: _____ Date: _____

Signature: _____ Electronic Signature