

Job Description

POSITION TITLE:		DC Equipment Ltd NZ Manager (DCE NZ Manager)
Reports to:	General Manager	
Role Description	<p>The DCE NZ Manager ensures that all activities across all divisions are consistent with and executed to DC Equipment's business plan. The DCE NZ Manager is responsible and accountable for all day-to-day activities and management decisions. The DCE NZ Manager ensures all employees are performing their job responsibilities and meeting expectations in all areas in terms of schedules, quality, and health and safety. The DCE NZ Manager ensures sales targets and budgets are met with the view to maximise financial performance and profit. The DCE NZ Manager ensures all employees are trained, motivated and empowered to deliver total customer satisfaction, and evaluates each employee's ability to maintain high levels of customer satisfaction.</p>	

KEY ROLE COMPETENCIES:	
Communication	<ul style="list-style-type: none"> Facilitate effective communication and/or planning in situations where a group is struggling to make progress Displays highly developed communication and interpersonal skills Communicates company vision to others in a relevant and compelling manner that promotes enthusiasm and commitment Ability to mediate issues or conflicts between parties in a way that leads to constructive resolution Uses a range of techniques and strategies to mediate people with strongly held views/beliefs
Continuous Improvement	<ul style="list-style-type: none"> Take ideas through to successful implementation that delivers, or exceeds, anticipated benefits for the company Promotes a culture of continuous improvement in everything they do Challenges the status quo, keeping what is good and looking to change what is inefficient Create innovative ways of doing familiar things
Innovation and Change	<ul style="list-style-type: none"> Thinks expansively – views situations from multiple perspectives
Customer Focus	<ul style="list-style-type: none"> Acts as a trusted advisor to the customer, and becomes involved in the customer's decision-making process Actively involved in devising the best solution for the customer Work cooperatively with customers Looks for long-term mutual benefits for the customer and the company
Successful Team Building	<ul style="list-style-type: none"> Builds and unites a team to positively achieve the company goals

	<ul style="list-style-type: none"> • Thinks about and takes action to improve team dynamics, achievements and abilities • Delegates significant tasks to staff – providing appropriate monitoring, coaching and support • Builds relationships of trust and respect with team members • Encourages innovation • Sets the highest possible standards when developing and working with teams
Achieving Results	<ul style="list-style-type: none"> • Jointly determine appropriate developmental activities and team building opportunities • Ability to consistently deliver results that drive towards the company goals • Considers results from the wider companies perspective and not just within their own silo • Creates an environment that supports the achievement of goals
Quality	<ul style="list-style-type: none"> • Implementation of new procedures • Follows procedures – accurately and carefully follows established procedures for completing tasks • Ensure high quality output – vigilantly watches over operation processes, tasks and work products to ensure freedom from errors or defects
Leading Through Company Mission, Vision and Values	<ul style="list-style-type: none"> • Models the vision – takes action, make decisions and shape team priorities to reflect the company mission, vision and values • Keeps the company vision and values at the forefront of decision making and action • Communicate long-term direction and strategies in a way that gets others’ understanding and buy in • Rewards living the vision and values – recognise and reward others whose actions support the company’s vision and values

KEY ACCOUNTABILITIES:

Leadership	<ul style="list-style-type: none"> • Provide direction and leadership for their team • Facilitate a positive and happy workforce • Instils a culture of excellence in their team • Work cooperatively with all personnel • Provide developmental and succession plans
Operational Excellence	<ul style="list-style-type: none"> • Ensure all operations delivers on all requirements to the customers’ and the company standards • Execute a company marketing program and ensure sales targets are achieved • Provide direction to ensure proper functioning of all operations • Recommend measures to improve efficiency in all aspects of their team
Budgeting and Reporting	<ul style="list-style-type: none"> • Ensure all reports relating to DC Equipment are reported in a timely and useful way • Budget establishment • Ensure revenue is maximised and closely manage the operating costs to achieve optimum returns
Planning	<ul style="list-style-type: none"> • Ensure schedule and resource utilisation is achieved

Health & Safety	<ul style="list-style-type: none">• To create a positive Health and Safety environment within their team, and to lead by personal example and encourage all employees• To assess health and safety risks of their team and to ensure that these risks are being eliminated, isolated or minimised• Implement best health & safety practices and procedures for their team
Staff Development	<ul style="list-style-type: none">• Takes on coaching and coaches others to achieve and drive for results

KPI	Measures	Reports	Responsible	Timeline
Accomplish schedule compliance	<ul style="list-style-type: none"> Down time of products Manufacturing 100% schedule compliance 	<ul style="list-style-type: none"> Operational downtime of customer Hours of unscheduled work completed 	DCE NZ Manager	Monthly
Zero reworks	<ul style="list-style-type: none"> Total time of reworks 	<ul style="list-style-type: none"> Total time and details of reworks for month 	DCE NZ Manager	Monthly
Parts accomplish service level	<ul style="list-style-type: none"> 95%-97% of orders are filled on demand 	<ul style="list-style-type: none"> Orders filled report 	DCE NZ Manager	Monthly
Parts annual inventory turn accomplished	<ul style="list-style-type: none"> Rolling 12 month annual inventory turn benchmark is achieved 	<ul style="list-style-type: none"> Rolling 12 month annual inventory report 	DCE NZ Manager	Monthly
Achieve sales targets	<ul style="list-style-type: none"> Sales revenue 	<ul style="list-style-type: none"> % of sales against target 	DCE NZ Manager	Monthly
Realise net profit targets	<ul style="list-style-type: none"> Net profit as a company and by division 	<ul style="list-style-type: none"> Budget reports with applicable commentary Income from all sales of each division Total cost of labour of each division Total profit of each division 	DCE NZ Manager	Monthly
Positive health & safety performance	<ul style="list-style-type: none"> Health & Safety compliance 	<ul style="list-style-type: none"> % risk assessment complete % control measures implemented % written procedures complete % audits complete % actions complete % management inspections complete % SBO's complete % PPE compliance % Tailgate complete 	DCE NZ Manager	Monthly
Continuous development of staff	<ul style="list-style-type: none"> Completion of staff development plan 	<ul style="list-style-type: none"> % of development plan complete of all staff 	DCE NZ Manager	Quarterly