

## Job Description

**Position:** Performance and Supply Manager  
**Reports to:** Chief Executive Officer  
**Term:** Permanent, Full time

### About NZKGI

NZKGI is the kiwifruit grower mandated national representative kiwifruit growers' association. NZKGI was established to enhance the commercial and political interests of New Zealand kiwifruit growers and works on the industry's behalf to lobby change in policy, whilst retaining and building community and local government relationships.

*NZKGI's vision* is a strong grower advocacy organisation that leads growers and engages with industry partners.

*NZKGI's mission* is to advocate, protect and enhance the commercial and political interests of New Zealand kiwifruit growers.

### Purpose of the Role

The Performance and Supply Manager is responsible for leading the development and implementation of NZKGI's Performance portfolio, undertaking key projects in the Industry Stability portfolio and providing support across other portfolios.

### Key Accountabilities

Responsible for leading the Performance Portfolio. Strategic work areas include but are not limited to:

- Evaluate Zespri performance through the independent monitoring program to ensure that growers are assured of performance and effectiveness - including publication of quarterly and annual Key Performance Indicator reports
- Lead the proactive sharing and transparency of information so that growers have access to consistent, accurate, and easy to understand data from postharvest and Zespri to make informed decisions
- Implement and drive a culture of independent representation of growers such that decisions are made in their best interests
- Proactively lead, contribute to and collaborate with ISG and Forum members to identify areas that impact on growers. Undertake analysis and solicit viewpoints of growers. Ensure grower views are clearly articulated.
- Coordinate NZKGI's representatives on the ISG Group ensuring that they are well briefed and providing strategic input into the meeting on behalf of growers. Report outcomes from ISG to the Executive Committee, Forum and growers as required.
- Maintain close and effective relationships with Zespri Supply Chain and Supply Entities
- Contribute to the Industry Stability portfolio as required including understanding and monitoring the implementation of the Kiwifruit Regulations and by undertaking regular assessments of how the industry structure is performing.

- Leading the communication of the Performance portfolio to NZKGI growers and contributing to other portfolio's as required.
- Prepare papers and present to the Executive Committee and Forum as required

#### Other

- Work in a safe manner at all times ensuring knowledge of health and safety policies and procedures is current
- Report accidents and/or incidents immediately
- Follow all policies and procedures that may be introduced from time to time
- Work to agreed standards and meet or exceed performance goals
- Undertake other duties from time to time as requested

### **Competencies and Skills Required**

#### Technical

- Significant knowledge and experience within the horticultural export sector preferably with sound technical knowledge of the entire kiwifruit supply chain, specifically the payment system
- Demonstrated skills in critical thinking and analysis
- Strong commercial and financial awareness, providing the basis for tracking trends and data and ultimately thinking in terms of the portfolio providing added value for growers
- Plans activities and projects well in advance taking into account resources required, changing circumstances and deadlines to be met
- Has excellent organisation and time management skills
- Has excellent written and verbal communication skills
- Advanced knowledge of Microsoft Suite

#### Behavioural

- Compelling persuasion and influencing skills, with the ability to make a strong personal impression on others, navigate relational tensions and gain clear commitment as required
  - Able to build and maintain robust, transparent relationships with key customers, strategic partners, service providers, governmental departments and all company stakeholders
  - Able to speak with a high level of confidence and credibility when addressing the public or when expressing opinions, information or key points of an argument
  - Has creative thinking and problem solving skills
  - Has excellent attention to detail
  - Can work both autonomously and within a team effectively
  - Communicate ideas for improving processes with a positive and constructive attitude
  - Maintain a calm approach and professional demeanour at all times
  - Has a high level of interpersonal skill that enables good relationships with varied stakeholders to develop and implement objectives and plans
  - Is able to manage and assist diplomatically, stakeholders on phone or in person
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### **Key Relationships**

- NZKGI Staff
- Kiwifruit Growers
- NZKGI Executive & Forum
- Industry Supply Group members
- Zespri
- Kiwifruit NZ
- Kiwifruit Postharvest Operators

### **Education and Experience**

- Bachelor's degree in a relevant field, or an equivalent combination of education and experience
- 5 to 7 years relevant experience in the horticultural sector specifically within Kiwifruit supply chain

### **Limitations of Authority**

- Limited to the financial delegations outlined in the NZKGI delegations manual
- May not discuss situations externally that may have financial, political or legal ramifications for the company without input and agreement from the CEO
- Must not generally exceed the authority and responsibility described in this position description

*This position description does not cover every aspect of the job. As a result these tasks and this description may be varied from time to time.*