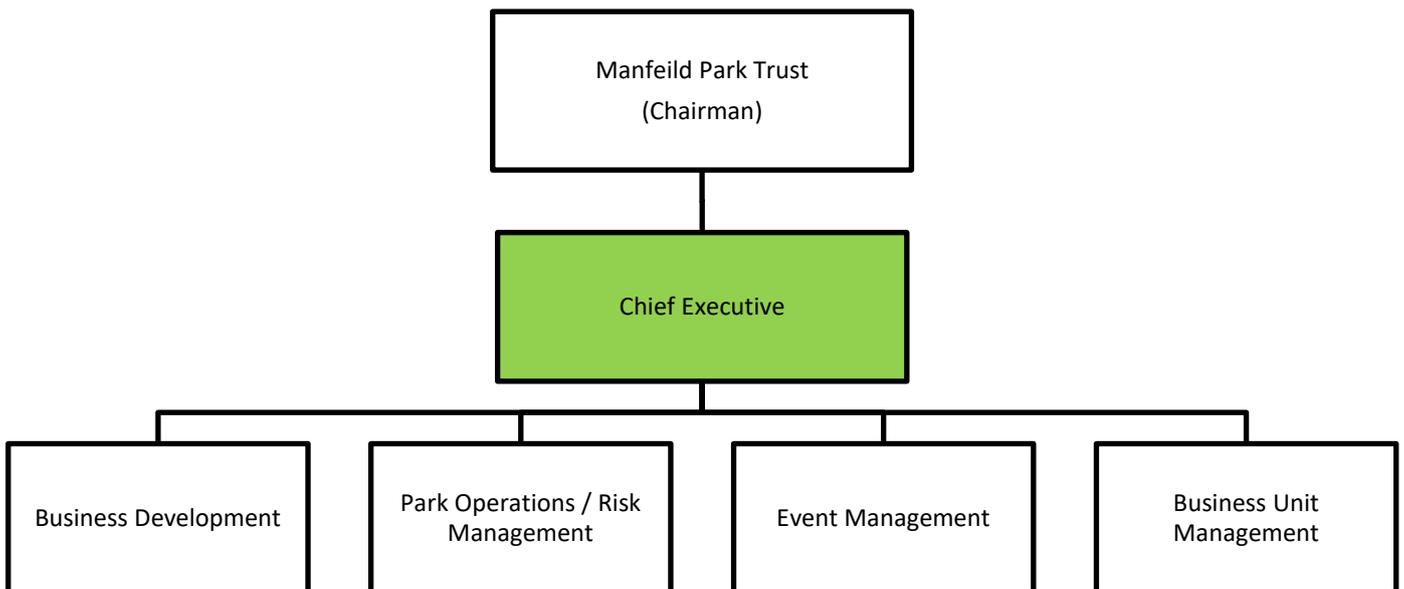


JOB PROFILE

Job title	Chief Executive
Employer	Manfeild Park Trust
Reporting line	Manfeild Park Trust Chairman
Staff responsibilities	All Manfeild Park Trust staff
Job purpose	<p>The Chief Executive is responsible to the Trust Board for the overall management, operations and performance of the business units with the Manfeild Park Trust.</p> <p>This includes responsibility for health and safety, risk management, staff and personnel, financial performance, stakeholder management, business retention, growth and development.</p>
Location	Feilding

Functional & Reporting Relationships



About Manfeild Park Trust

Manfeild Park Trust was formed in October 2004, and today manages the 70 hectares known as Manfeild. The Trust's formation is the result of the three main stakeholders at the time – Manawatu District Council (major park area, horse racing track), Feilding Industrial Agricultural and Pastoral Association (pit area and stock buildings) and the Manawatu Car Club (Manfeild circuit and garages) – agreeing to vest their property and interests.

This partnership has enabled the more effective management of the combined facilities of national and international standing on behalf of those settlers and for the benefit of the wider Manawatu community.

The Role

The Chief Executive is the most senior position within the Manfeild Park Trust (MPT). The Chief Executive is responsible to the Trust Board for the overall management of its business in accordance with the Trust Deed, Three-year Business Plan, Annual Plan, MPT policies and objectives.

The Chief Executive is responsible for the employment of all other staff and negotiates on behalf of the MPT, their terms of employment. In addition, the Chief Executive is responsible directly to the Trust Board for:

- Implementing decisions of the Trust Board.
- Advising the Trust Board as appropriate.
- Ensuring all functions, duties and powers are properly performed and exercised.
- Ensuring the effective, efficient and economic management of the activities of the MPT.

The Chief Executive ensures that the MPT operates within the legal and regulatory framework laid down and that it meets all of its statutory obligations. To this end, the Chief Executive will be called upon to offer advice to the members of the Trust Board.

The Chief Executive will identify the MPT strategies and goals as they are presented in the Trust Deed and MPT Business Plan. Through leadership of the senior MPT team, the Chief Executive is responsible for the implementation of the business plan and annually reviewed budgeted activities.

The Chief Executive must keep the Trust Board informed of progress against the following:

- Chief Executive Key Performance Indicators
- Three-year Business Plan
- Annual Plan (as captured in the annual budget)

Given the nature of the MPT business and the community interface, the position has the potential to be exposed to a degree of public scrutiny. The actions, style and manner of the Chief Executive in the course of all public contact must reflect professionalism, patience and tact.

The Chief Executive's role is vital in ensuring that highly functional relationships are established and maintained with the MPT Chairman, Trust Board, staff of the organisation, MPT settlors, key external stakeholders, event promoters and sponsors.

Key Relationships

- Chair and Trustees of the MPT
- All staff of the MPT
- Key representatives of settlors, stakeholders and promoters
- Key representatives of relevant industry bodies

Key Responsibilities

1. Business Operations & Financial Management

Ensure Manfeild Park operates in an efficient manner with tight financial controls around cost recovery and achieving target profit margins across the various events, activities and business units.

Produce an annual budget that reflects the business activities and business development initiatives which delivers on the Three-year Business Plan and a rolling facilities / infrastructure maintenance and renewal programme.

Report on the annual budget and Manfeild Park activities at the monthly MPT Board meeting.

Recognise the high-risk nature of the activities held at Manfeild Park and ensure there is a robust and appropriate risk management approach to enable the safe delivery of events.

Ensure there is a healthy and positive 'can-do' #TeamManfeild culture with robust performance management, staff development pathways underpinned by team values that are developed with the team and reviewed cyclically.

Ensure solid health, safety and wellbeing systems across all of the MPT operations with a top down led management approach which engages all staff and stakeholders.

Ensure all reporting is accurate and timely including but not limited to the following:

- Monthly Board Meeting
- Six-monthly report to Manawatu District Council
- Twice yearly settlor/stakeholder meetings
- Annual General Meeting

Ensure that the MPT operates with efficient and fit for purpose business systems, policies, operating procedures and processes which enables easy and robust auditing, traceability, ease of use and supports a positive customer experience.

2. Strategic & Business Planning

Lead the development and review of the Three-yearly Business Plan in conjunction with and to the satisfaction of the Trust Board.

Lead the development and review of the annual budget and annual business priorities in conjunction with and to the satisfaction of the Trust Board.

Lead the development and cyclic review of the Manfeild Park Masterplan to provide a long-term vision for the future community and commercial offering in conjunction with and to the satisfaction of the Trust Board.

3. Stakeholder Management

Manage the key stakeholder relationships including not limited to:

- MPT Board
- Settlor – Manawatu District Council
- Settlor – Manawatu Car Club
- Settlor – Feilding Industrial Agricultural and Pastoral Association
- Key stakeholder – Manawatu West Coast Agricultural and Pastoral Association
- Feilding & District Promotion (or equivalent)
- Event promoters
- Community groups

Report regularly to the Trust Board on stakeholder communications and relationships with a 'no surprises' approach including attending key stakeholder meetings where appropriate.

Ensure post-event debriefs are completed for all Settlor events and large commercial events.

Manage any media liaison involving the MPT and events as necessary.

4. Event Management & Promotion

Establish and maintain a high-quality relationship with Motorsport New Zealand, Motorcycling New Zealand and national / regional equestrian organisations to ensure Manfeild Park is at the forefront of national planning for industry events.

Leverage settlor events and connections to maximise profitable events and park utilisation.

Ensure a solid working relationship with Feilding & District Promotion (or equivalent) to ensure a joined-up approach to the promotion of events and ensure the economic benefits of events are captured and maximised in Feilding and the Manawatu district.

Ensure Manfeild Park has a robust sales and marketing strategy and with a demonstrable plan across all of the business units and activities – linking in with external agencies, settlers, stakeholders and event promoters.

Ensure Manfeild Park has a robust digital marketing strategy with reach into the ‘Manfeild Community’ and partner with / leverage off external agencies, settlers, stakeholders and event promoters.

Ensure the corporate brand and image of Manfeild Park is enhanced through working collaboratively with settlers, stakeholders and event promoters. This brand management and enhancement should be reflected through the Three-yearly Business Plan, annual business priorities and overall Manfeild Park Masterplan.

Drive a strong quality customer service culture throughout Manfeild Park and ensure customer satisfaction from users of Manfeild Park including community users, commercial customers and event promoters.

5. Manfeild Park Development / Infrastructure

Develop, implement and maintain a rolling three-year Manfeild Park facilities and infrastructure maintenance and renewal programme.

Seek external third-party funding to support the delivery of the programme.

Engage with settlers and key stakeholders to ensure that maintenance and renewal investment is correctly targeted and fit for the future use and activity at Manfeild Park.

Desired Qualifications, Knowledge & Experience

- At least 5 years' experience in a senior role at an events / venues business with a strong commercial focus.
- Relevant tertiary qualification(s).
- Detailed knowledge of New Zealand employment and health and safety legislation.
- Current drivers licence.
- Conflict management experience.
- Report writing and verbal presentation experience.

Personal attributes

- Able to deal with pressure and maintain professionalism in a busy public environment.
- Ability to be flexible in re-prioritising and re-organising work.
- Mental agility.

- A tolerance for ambiguity and change.
- Sense of Humour.
- Ability to work under pressure, and outside normal office hours.
- Self-motivated problem solver.
- Engender a 'make it happen, can do' attitude that supports innovation and informed risk taking to achieve Council's vision and objectives.
- Able to build effective relationships with a diversity of people.
- Demonstrate a customer service ethic, both internally and externally.

Name
Chief Executive

Date

Hamish Waugh
Chairman – Manfeild Park Trust

Date