

Section Manager - Sample Collection



Purpose

This position is responsible for planning and coordinating resources to ensure operational performance meets customer quality and turnaround time expectations, while also managing the section's budget, purchasing decisions, labour productivity, and equipment utilisation. They lead continuous improvement initiatives, foster a positive working environment, and support staff development and success.

Look forward to a brighter future

Education

- Science, Horticulture or Business related qualification desirable.

Work experience

- Minimum 3 years' experience in a staff management role

Skills

- Demonstrable leadership skills
- Gains and maintains the confidence of others, builds strong relationships with key stakeholders, including executives, clients, and team members
- Expert problem-solving skills and decision making capability, with the ability to consider the broader business context

Key focus

- Lead and manage people in the team well, ensuring team members have clear and measurable objectives. Conduct 1:1 meetings with all direct reports on a regular basis to provide feedback on performance, behaviours and development. Ensure effective recruitment, staffing resources, training and auditing of collection staff.
- Develop a deep understanding of section methods and processes - this role will be active both in the field and the office and will work closely with key stakeholders to plan and implement new methods and processes to enhance productivity and profitability and solve staff challenges.
- Management of all sample collection logistics, including fleet vehicles – daily assignment of samples to collectors, ensure sample drop offs and internal couriers are coordinated to meet laboratory and customer requirements
- Ensure sample collection operations meet Key Performance Indicators and proactively report on performance to key stakeholders.
- Manage operating costs, develop and oversee staff costs and Capex budgets, control direct-variable costs, create business cases for investments, and ensure compliance with administrative systems.
- Take responsibility for personal compliance with Health and Safety Legislation, Regulations, Policies and Procedures. Advocate for the safety and wellbeing of sample collectors.
- Adhere to quality standards and environmental / sustainability principles. Participate constructively in all continuous improvement initiatives.

Behavioural competencies

- | | | |
|-------------------------------|--------------------------|----------------------------------|
| • Demonstrates self-awareness | • Builds effective teams | • Business and commercial acumen |
| • Effective collaboration | • Drives engagement | • Plans and aligns |
| • Results-focused | • Develops talent | • Decision quality |

In absence of incumbent

- Branch Manager – Bay of Plenty

Disclaimer: The purpose of this document is to provide an insight into the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultations with the job holder in response to the changing needs of the organisation and the nature of our work. Employees may be asked to perform other duties as reasonably required by the employer in accordance with the role environment.



People and environment

We care about our people and strive for environmental sustainability.



Innovation and agility

We are responsive to the needs of our customers.



Honesty and integrity

We build trust.



Accountability and discipline

We deliver the right result, first time.

