



Position Description: CEO – New Zealand Meat Board

Directly responsible to:

- The New Zealand Meat Board (“NZMB”) Board of directors through the Chair

Directly responsible for:

- Quota & Information Manager
- Service provision from Beef + Lamb New Zealand (“B+LNZ”) including reserves management

Directly responsible for the following functions:

- Setting and delivering on the strategy for the NZMB
- To provide leadership and strategic management of the New Zealand Meat Board
- Delivery of all operational activity through the Quota Management team and B+LNZ service provision including Reserves Management

Our mission and purpose

To grow the position of the New Zealand sheepmeat, goatmeat and beef industries by:

- facilitating the capture of the best possible ongoing returns through sound management of New Zealand administered country specific tariff rate quotas; and
- prudently managing, administering and investing the Board’s financial reserves in the interests of livestock farmers.

Our vision:

- New Zealand farmer and industry prosperity through safeguarding and realising the value of quota markets and reserves.

Our values:

- Trusted partner and custodian - *As trustees safeguarding valuable resources, we enable opportunities for realising value of quota markets and reserves*
- Delivering excellence to stakeholders - *We are proud and passionate providers of reliable and credible services*
- Connected and future focused - *We are connected to farmers, industry and government to ensure maximum value and opportunity*

Position purpose

The CEO will work with the Board to develop strategy, formulate policy, and oversee the efficient and timely implementation of NZMB's core functions, including quota management, information integrity, and meat export registration. This includes ensuring all activities are aligned with and compliant with the Meat Board Act 2004 (the Act).

The CEO will provide strategic leadership alongside disciplined operational management, ensuring that NZMB delivers its statutory functions effectively, efficiently, and in a timely manner. This includes identifying and advising the Board on potential risks and developing appropriate mitigation strategies.

The CEO will develop and recommend policies, strategies, and actions to the Board, and ensure their effective implementation to achieve performance outcomes, as measured against the metrics agreed annually in the NZMB Statement of Intent.

The CEO will ensure NZMB's reserves are managed effectively and efficiently in line with the requirements of the Act and Board policies, including compliance with the Reserves Policy provisions.

The CEO will be accountable for the delivery and execution of Board-prioritised initiatives and organisational improvement programmes, ensuring these are implemented in a timely, efficient, and financially disciplined manner.

Key accountabilities

Job holder is successful when

1. Organisational Strategy & Implementation

The CEO is responsible for developing and leading NZMB's strategy collectively and creating operational plans that support its success.

- Lead the successful implementation and sector-wide adoption of the NZMB's new digital Quota Management Platform, ensuring effective stakeholder engagement, operational integration, and continuous improvement across the red meat industry.
- Develop and oversee the organisation's investment roadmap, aligning investment decisions with NZMB and quota holder's priorities.
- Lead the NZMB's cost recovery review to ensure the methodology for recovering industry funding is transparent, equitable, fit-for-purpose, and aligned with the evolving needs of the sector.
- The annual Statement of Intent of the NZMB is developed to integrate and support strategies, prioritise activity and where possible, synergies, collaboration, and efficiencies.
- A continuous improvement programme is in place for NZMB
- Proactively manage the NZMB's strategic service delivery partnership with Beef + Lamb New Zealand (B+LNZ), ensuring contractual performance, value for investment, strong collaboration, and alignment with NZMB's strategic objectives.

2. Leadership & Team Management

The CEO is responsible for providing leadership and development to the NZMB Quota Management team.

- Authentic leadership that mirrors the organisation's values is demonstrated to the organisation, including through employee engagement.
- Employees at all levels have role clarity, including accountabilities, delivering results in a high-performance environment, and access to professional development that enhances their skills and ability to achieve their team's objectives
- The NZMB team actively engages with the performance framework to ensure that the goals achieved, and the performance outcomes defined are measured.

3. Governance and Board Secretarial

- With the Chair, a 'one team' culture is built between the Board and Management that drives achieving the organisation's strategic objectives.

Key accountabilities	Job holder is successful when
	<ul style="list-style-type: none"> • Statutory requirements are delivered i.e. annual meetings and consultation. • Board reporting and updates are clearly and honestly presented to ensure the Board are fully aware of progress, achievements, issues and risks. • Board agendas, papers and other reporting requirements that meet the Board's needs to ensure effective governance are delivered promptly and succinctly. • Board outcomes, minutes, and matters arising are accurately recorded and personally managed or delegated as appropriate, followed up on for completion, and professional execution. • Appropriate Board policies and procedures are developed, implemented, and contained within Diligent Board Services.
<p>4. Risk Management; Corporate Assurance & Compliance</p> <p><i>The CEO is responsible for leading the Risk Management, Corporate Assurance and Compliance programmes and reporting the organisations' risk management and compliance to the NZMB</i></p>	<ul style="list-style-type: none"> • Ensuring the NZMB complies with statutory obligations under the Meat Board Act 2004 • Develop and implement verification processes to support the Board's operations; addressing Statutory Audit processes and outcomes to the satisfaction of the Minister and the Board. • Ensure the NZMB's digital platforms and systems are managed in accordance with cybersecurity best practices, with regular security testing, risk mitigation, and reporting of outcomes and recommendations to the Digital and Technology Sub-Committee. • A robust risk management system identifies, manages, and audits the Organisation's risks. These are regularly reviewed, improved, and mitigated (including indemnity and insurance programmes). • The Board is aware of the key risks associated with the Organisations, understands their duties and obligations and acts upon them through robust risk management practices. • Contracts are managed to meet the Organisation's legislative requirements and eliminate Organisational risk where possible.
<p>5. Quota & Information Management</p> <p><i>Provides strategic and operational advice to the NZMB and oversees NZMB's statutory functions undertaken on behalf of the Crown relating to quota management, information and meat export and registration systems.</i></p>	<ul style="list-style-type: none"> • Policies, processes and systems implemented under the Meat Board Act 2004 enable effective and efficient management of NZMB's quota administration activities to achieve the best outcomes for stakeholders and withstand the highest levels of scrutiny. • The meat industry and overseas markets believe in the integrity of the quota management systems, and no access issues arise due to the NZMB's actions. • Proactive engagement with key stakeholders is a key part of the NZMB team structure and operational activities. • NZMB's monitoring, messaging and response to external policy circumstances that affects, or has the potential to influence, New Zealand's market opportunities are swift and well-considered and minimise disruption to systems, processes or trading markets. • All systems and processes are maintained and secure, and the allocation, certification and verification are by legislative and regulatory requirements.

Key accountabilities	Job holder is successful when
<p>6. Reporting & Financial Management</p> <p><i>Responsible for the astute and compliant financial management of the NZMB</i></p>	<ul style="list-style-type: none"> • The NZMB delegated authorities and budget is managed effectively; activity sits within budget, efficiencies are made where possible, material variances are accounted for and reporting is complete within agreed time frames. • Ensure NZMB's reserves are managed effectively and efficiently to meet the requirements of the Act and board policies, including the compliance with the Reserves Policy provisions
<p>7. Health & Safety (“H&S”)</p> <p><i>The CEO will proactively lead by example in all areas of the NZMB's health, safety and wellness policies and programs.</i></p>	<ul style="list-style-type: none"> • Accountability for providing a safe and healthy workplace for all employees and visitors to the NZMB through the B+LNZ/NZMB Health & Safety Committee, ensuring that the NZMB meet its obligations under the Health and Safety at Work Act 2015. • People providing services to the NZMB through B+LNZ have the skills and training to always do their job safely. • Report any accidents or incidents as soon as possible through B+LNZ's safety management system, or to your manager.

Key external relationships

Beef + Lamb New Zealand Ltd, Ministry for Primary Industries, Ministry of Foreign Affairs and Trade, Meat Industry Association and individual meat processors / exporters, Cambridge Partner, JB Were, and Quality Consultants of New Zealand Ltd (QCONZ).

Key internal relationships

Quota Management Team, B+LNZ Operations Team

Location

Wellington. Some travel may be required.

Hours

25 hours per week.

You may be required to work outside these hours to achieve business outcomes.

DATED: May 2026



PERSON SPECIFICATION: CEO NZMB

Education + Experience

- Relevant regulatory knowledge - strong understanding of compliance and regulatory systems related to the meat industry both across New Zealand and international quota markets.
- Strategic Planning - experience in strategic planning and implementation, with a track record of driving business growth and transformation.
- Financial Acumen - proven ability to manage budgets, financial plans, and control costs effectively.

Technical Knowledge + Expertise

- Strong empathy with farmers, meat exporters & marketers, Government agencies and industry stakeholder organisations.
- Confidence, ability, and initiative to develop a highly engaged network of partners at a senior level from a broad and diverse audience within and outside the red meat sector

Strategic Ability and Business Insight

- Experience in working with boards of directors, providing professional, accurate, and strategic advice and delivering on board decisions and policies.
- Exercises sound judgement and considers the broader picture, balances risk and opportunity when making decisions

Communication, Collaboration and Relationships

- Build rapport and constructive relationships with stakeholders, industry and employees, up, down and sideways, inside and outside the organisation and across a variety of functions and locations
- Adjust communication content and style to meet the needs of different position levels and diverse stakeholders

Motivating, Coaching and Building Teams

- Create strong morale, motivate and develop direct reports and team members through coaching, feedback and alignment of career development goals with organisational objectives
- Empower team members, invite input, foster collaboration, share ownership and accountability and celebrate success.

Stakeholder Orientation

- Has a clear understanding of other groups' business priorities
- Is dedicated to meeting the needs of internal and external stakeholders
- Build trust and respect over time exhibiting ability to deliver on promises

Personal Attributes

- Does everything with the best interests of the customer, farmer, stakeholder or sector in mind
- Has a personal commitment to personal excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions
- Establishes an environment of respect and trust when working to advance cross-cultural understanding