

POSITION DESCRIPTION

Position Title:	Chief Investment Officer
Last Updated:	January 2022
Reports to:	MaxCap NZ - Board of Directors
Direct Reports:	Investment Analyst
Primary Objectives(s):	<p>The primary responsibility of this position is driving profitable growth and investment activity across New Zealand by originating deals, managing relationships with borrowers and investors, and building a high performing team. The role is also responsible for supporting Distribution efforts in raising capital.</p> <p>Critical to success is the ability to leverage strong personal networks, develop deep customer and partner relationships and work collaboratively with stakeholders to deliver senior debt and structured finance products.</p>
Committees:	<ul style="list-style-type: none"> • MaxCap NZ Audit, Risk & Compliance Committee • MaxCap NZ HR Governance Committee
Key Relationships / interactions:	<ul style="list-style-type: none"> • MaxCap NZ Directors • MaxCap Aus Chief Operating Officer • MaxCap Aus Chief Risk Officer • MaxCap Aus Distribution Team • Clients – borrowers and investors • Lending providers • External service providers



ROLES AND RESPONSIBILITIES

MAJOR ACTIVITIES

Key Result Areas *Key Activities*

Business Development & Relationship Management:

- Identify and nurture new opportunities to originate deals and achieve budgeted EBITDA
- Maintain oversight of client relationships across the region (corporate / private, institutional) ensuring deep sustainable customer relationships reflecting a trusted and influential advisor / service provider
- Lead the development of existing referral networks and create and nurture new referral channels
- Oversee relationships with the major bank and non-bank product, relationship, and transaction and credit specialists
- Ensure growth from existing clients through effective deal management
- As required contribute to the development of complex and detailed financial strategy solutions and deliver advice to clients; negotiate competitive and tailored pricing schedules for the business
- Compile and share industry knowledge and market intelligence to identify opportunities and trends
- Utilise industry and local market insights to effectively structure and communicate product and services to clients
- Contribute to product development for MaxCap NZ and MaxCap Aus.

Strategy & Planning:

- Contribute to the development and execution of MaxCap NZ strategic objectives
- In conjunction with the CIO develop regional strategic plans that clearly establish objectives and initiatives to achieve MaxCap's NZ vision
- Ensure well considered and robust business plans are established
- Monitor progress toward achieving the strategic objectives
- Respond appropriately to shifting priorities, competing demands, obstacles and challenges that arise
- Deliver appropriate management reporting and communication channels ensuring the MaxCap NZ Board and MaxCap Aus stakeholders are informed on market and region performance.



OTHER ACTIVITIES

<i>Key Result Areas</i>	<i>Key Activities</i>
<i>Deal Management:</i>	<ul style="list-style-type: none"> • Agree structure and risk parameters with relevant Directors and senior leaders for all new credit proposals • Assume full responsibility for deal management, monitoring progress and reporting to Directors and relevant senior leaders any material developments in transactions during the credit and / or due diligence h knowledge of Investor profile to enable ease of alignment to deals • In conjunction with internal stakeholders and external legal advisors prepare and negotiate and document terms and conditions of Offer Letters • As required, draft IM and internal credit papers for approval and present overview to investment committee, or institutional or private investors as required • Ensure effective management of credit process, including internal and external stakeholders to meet agreed timeframes • Liaise with internal and external stakeholders throughout the credit process, assisting with deal execution and due diligence to ensure that all conditions precedents (CPs) are satisfied ahead of financial close • Professionally and efficiently address concerns or queries raised by clients, third parties and key stakeholders, promptly escalate issues to Directors as required • Manage and mitigate risks through effective collaboration with internal stakeholders and external advisors • Assimilate complex information and make concise, well informed decisions • Proactively manage external client expectations to assist internal stakeholders to deliver superior service within agreed timeframes
<i>Distribution</i>	<ul style="list-style-type: none"> • Work collaboratively with Bayley's, Forsyth Barr and MaxCap Aus Distribution team in leading capital raising to match deal flow requirements • Research, identify and engage with target clients • Credibly represent the views and investment objectives of project or fund influence decisions and close deals • Create and nurture new referral channels
<i>Team Management:</i>	<ul style="list-style-type: none"> • Drive ongoing development of MaxCap culture, consistently lead by example, set expectations and hold people accountable to behaving in line with the values • Deliberately build the capability and spirit of the team to achieve ambitious objectives • Regularly communicate with the team to influence engagement and awareness of important priorities and key initiatives • Deliver effective recruitment, performance management, training and change management practices • Provide regular and balanced feedback to direct reports to enable their performance development • Ensure performance reviews are completed in line with framework requirements • Drive accurate and timely data input for operating systems • Create a culture of continuous improvement and innovation by regularly seeking input of fresh ideas from the team



SELECTION CRITERIA

<p>Culture Alignment:</p>	<p>We value:</p> <ul style="list-style-type: none"> • Success • Ownership • Agility • Relationships • Integrity <p>S.O.A.R with Integrity</p>
<p>Interpersonal / Communication Skills:</p>	<p>It is essential that the incumbent of this role possess the ability to:</p> <ul style="list-style-type: none"> • Communicate effectively (written and verbal) • Present critical argument supported by factual evidence • Persuade and influence the thoughts and actions of others • Build rapport and professional credibility • Articulate and persuasively present critical argument
<p>Education, Experience, Skills & Knowledge:</p>	<ul style="list-style-type: none"> • Significant Financial Services or Commercial Property experience (Banks, Financial Institutions, Private Investment Firms / Groups or related professional) • Proven ability to build business through a focus on business development activity • Strong commercial property finance acumen • Previous experience leading and developing teams • Experience developing and managing customer relationships • Up-to-date knowledge of Australian financial markets • Ability to effectively manage risk • A relevant Degree in Law, Commerce or Business (finance related discipline)
<p>Personal competencies (e.g. traits, abilities):</p>	<ul style="list-style-type: none"> • Driven, energetic leader who enjoys hunting new business • Strong stakeholder management skills • Good lateral thinker able to develop creative solutions • Ability to negotiate and influence • Well-developed professional networks combined with the ability to develop and nurture new relationships • Ability to work effectively under pressure and meet tight deadlines • Strong analytical and problem solving ability • Ability to plan effectively and take accountability for delivering results • Strong financial analysis and interpretation skills • Commitment to high standards of client service with a balanced focus on the commercial priorities • Acts ethically and with unquestionable integrity • Desire and willingness to strive to achieve optimal results • A flexible and agile approach • A continual improvement mindset

