



POSITION DESCRIPTION

BUILDING PERFORMANCE MANAGER

CONTEXT

The Quasar team is all about providing businesses and utilities with intelligent data to enable them to reduce costs, maximise operations and meet business goals. Our four decades of experience as a system integrator ensures each client receives a high-quality solution which meets their individual needs.

Quasar is expanding its offering from Energy Management Systems (EMS) into Building Management Systems (BMS), delivering intelligent building performance, control and analytics solutions. To do this well, we need an experienced BMS practitioner to come into the business and help us build our internal BMS knowledge and capability from the ground up.

PURPOSE

The primary purpose of the Building Performance Manager is to bring deep, hands-on BMS industry knowledge into Quasar and use it to grow the company's internal BMS capability – coaching and upskilling our people, establishing sound technical practices, and providing expert guidance as we build this part of the business.

This is not a sales role. However, the person will actively support our sales effort by lending their BMS industry expertise – helping shape technically sound solutions and providing credibility with clients.

The role is expected to evolve as the BMS business grows. Initially it will be broad and hands-on, with the person turning their hand to a range of tasks across the BMS function. Over time, as we hire additional specialists, the role is likely to become more focused.

This is a senior individual-contributor role. While it involves mentoring and developing others, it carries no people-management responsibilities and is not a member of the Quasar management team. The role sits within the Sales & Marketing function and reports to the Head of Sales & Marketing, who retains leadership and management-team accountabilities.

KEY OUTPUTS

GROWING INTERNAL BMS CAPABILITY

- Act as Quasar's in-house BMS subject-matter expert, sharing industry knowledge across the business.
- Coach, mentor and upskill engineers, delivery and sales staff to build genuine BMS competency within the team.
- Establish and document BMS technical standards, processes, methodologies and best practice.
- Identify capability gaps and training needs, and help shape Quasar's BMS learning and development path.
- Build the team's knowledge of Schneider Electric BMS products (e.g. EcoStruxure Building).
- Keep abreast of BMS technology, standards and market trends, and share insights internally.

TECHNICAL & DELIVERY SUPPORT

- Provide expert technical guidance on BMS design, configuration, integration and commissioning.
- Support project teams to scope, design and deliver BMS solutions to a high standard.
- Review specifications and provide technical assurance on BMS work.
- Troubleshoot complex BMS issues and support problem resolution.

SALES SUPPORT

- Lend BMS industry expertise to support the sales team – pre-sales technical input, solution design and client credibility.
- Help analyse tenders and specifications and shape technically sound, compelling BMS proposals.
- Attend client meetings as the technical and industry expert when required.

AN EVOLVING ADAPTABLE ROLE

- Take a broad, hands-on approach across the BMS function while the team is small.
- Be willing to turn your hand to a range of tasks as this part of the business develops.
- Help define the future shape of the BMS team and the specialist roles we will need.
- Adapt as responsibilities become more focused over time.

GENERAL

- Assist when called upon in the development of new business lines.
- Other tasks as may reasonably be required from time to time.

STAFF SUPERVISED

- None

ACCOUNTABILITY

The Building Performance Manager reports to the Head of Sales & Marketing.

KEY RELATIONSHIPS

Quasar adopts a collaborative approach at all levels of the company, in this role the Building Performance Manager will work closely with:

- Managing Director
- Head of Sales & Marketing (direct manager)
- Head of Delivery
- Head of Finance & Operations
- Sales & Technical Teams
- Schneider Electric and other strategic partners
- Customers, consultants, facility/property/asset managers, and mechanical and electrical contractors
- Quasar Staff and Directors

KEY ATTRIBUTES

QUALIFICATIONS

- A relevant tertiary or industry-recognised qualification in Engineering, Building Services or a related technical field (preferred, not essential).
- Relevant BMS product, controls or building-services certifications an advantage.

EXPERIENCE

- Extensive, demonstrable, hands-on experience in Building Management Systems is essential – ideally 8–10+ years across BMS design, delivery, commissioning and/or support.
- A genuine depth of industry knowledge and the desire and ability to share it – coaching, mentoring and lifting the capability of those around them.
- Familiarity with the Schneider Electric ecosystem (e.g. EcoStruxure Building) is highly desirable.
- Experience supporting sales or client engagements with technical expertise is useful, but a sales-target background is not required.
- Understanding of the energy and/or building-performance industry would be of benefit.

SKILLS

(One or more of the following may be sufficient)

- Deep technical BMS knowledge across design, integration, configuration and commissioning.
- A proven ability to transfer knowledge – mentoring, coaching and developing capability in others.
- The ability to establish practical standards, processes and ways of working.
- Comfort operating as a generalist in an evolving role, turning a hand to whatever is needed.
- The ability to support sales with credible, technically sound industry input.
- Effective and confident communication with both technical and non-technical audiences.
- A working knowledge of health & safety requirements.

VALUES AND ETHOS

- Understanding of and commitment to the values of the Company.
- Personal commitment to authenticity and conducting all aspects of business with integrity.

PERSONAL ATTRIBUTES

- Generous with knowledge – genuinely enjoys developing and lifting the capability of others.
- Flexible and adaptable, comfortable with an evolving role and a degree of ambiguity.
- Self-confident, self-starting and highly motivated – comfortable operating as an expert individual contributor.
- Collaborative and able to influence outcomes without direct authority.
- Intuitive learner with proven ability to transfer knowledge to new settings and challenges.
- Professional personal presentation and high standards in all forms of communication.

RESOURCES AND REQUIREMENTS

- Operate from the Company's premises in Christchurch, with travel primarily within New Zealand.
- Staff are expected to maintain their own correspondence, email, and administration at a high standard.
- A current driver's licence and the right to work in New Zealand are required.

BEHAVIORAL COMPETENCIES

DEVELOPING OTHERS & KNOWLEDGE SHARING

- Actively shares expertise and enjoys building capability in colleagues.
- Patient and effective in explaining complex technical concepts to a range of audiences.

PLANNING & ORGANISATION

- Ability to plan, prioritise daily work assignments and exercise good judgement in managing urgent requests.
- Forward looking perspective that allows for contingencies and evolving situations.

ADAPTABILITY

- Comfortable operating broadly in a small, growing team and adjusting as the role evolves.
- Open to change and able to remain effective through periods of growth and uncertainty.

COLLABORATIVE AND TEAM APPROACH

- Respects and integrates the capabilities of people from a wide range of disciplines.
- Active participant in team structures throughout the Company.

ANALYTICAL ABILITY

- Can analyse abstract, subtle, and undefined problems and information.
- Able to grasp the near- and long-term implications of a situation.
- Can analyse information on a conceptual level, as well as displaying a detailed approach.

KEY SELECTION CRITERIA

1. Deep, hands-on BMS expertise and technical credibility.
2. Ability and willingness to grow capability in others (coaching, mentoring, knowledge transfer).
3. Adaptability and comfort with a broad, evolving individual-contributor role.
4. Ability to support sales and clients with credible industry expertise.
5. Fit with the ethos, values and approach of Quasar.
6. Experience in a relevant or transferable technical sector.

HEALTH AND SAFETY

7. All staff must always be conscious of potential safety problems.
8. A Health and Safety Policy is in place within Quasar Systems Limited. Instructions regarding safety given by the Health and Safety representatives must always be followed.

NON-LIMITATION CLAUSE

NOTE: This position description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organization. Employment conditions are described fully in the Individual Employment Agreement.

This Position Description has been read and agreed:

Employee Name _____

Signature _____

Managing Directors Signature _____

Date _____