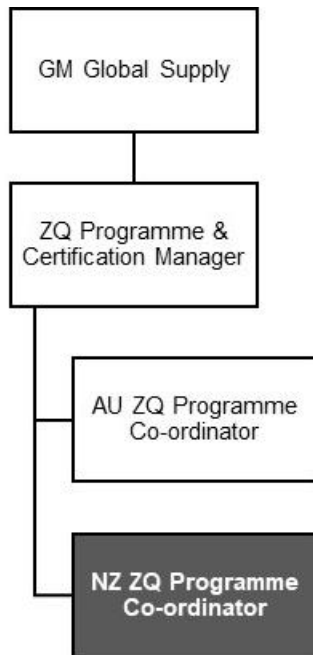


The New Zealand Merino Company Limited (NZM)

JOB DESCRIPTION

Job Title:	NZ ZQ Programme Co-ordinator
Team:	ZQ Programme & Certification Team
Responsible to:	ZQ Programme & Certification Manager
Responsible for: (Total number of staff)	0
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide Audit management administration and data management Contribute to all tasks associated with providing traceability of wool sold Ad hoc project support ZQ Grower support
Date:	October 2022

Organisation Context



Key Relationships

External <ul style="list-style-type: none">▪ NZM trade customers▪ Conformity Assessment Body (CAB)▪ Brand partners (time to time)▪ NGO's (Four paws, Textile Exchange)▪ Supply chain partners (AU Agent representatives)	Purpose of contact with this person/s <ul style="list-style-type: none">▪ Support issuing COA's/TC's▪ Support trade queries and checks▪ Enquiries with Conformity Assessment Body (CAB)▪ Support standard requirements and queries
Internal <ul style="list-style-type: none">▪ ZQ Programme Manager▪ ZQ Programme and Certification Team▪ ZQ On Farm Team▪ ZQ Wool Administration Team▪ Commercial team▪ Marketing Team▪ ZQRX	Purpose of contact with this person/s <ul style="list-style-type: none">▪ Relationship management▪ Provide support for the trade of RWS and ZQ wool▪ Internal enquiries▪ Workflow▪ Input on projects

Financial Responsibilities

See the NZM Delegated Levels of Authority

Key Result Areas

The position of **NZ ZQ Programme Co-ordinator** encompasses the following major functions or Key Result Areas:

- Provide Audit management administration and data management (55%)
- Contribute to all tasks associated with providing traceability of wool sold (30%)
- Ad hoc Project support (10%)
- ZQ Grower support (5%)

Key Results Area	Jobholder is successful when
<p>1. Audit management administration and data management</p> <ul style="list-style-type: none"> • Process daily status changes, ensuring growers certification is correct • Process corrective action evidence • Process documentation for adding and removing growers • Utilise CAB systems to ensure data management is correct • Using data to provide reporting and analysis to understand the health of the programme • Process farm profile data 	<ul style="list-style-type: none"> • The programmes administrative tasks are completed in accordance with the standard and best practice is maintained • Work is completed in a timely and efficient manner
<p>2. Contributing to all tasks associated with providing traceability of wool sold</p> <ul style="list-style-type: none"> • Support the ZQ programme manager as the go to expert for ZQ Certification requirements and traceability • Ensuring the growers are certified at time of invoice for ZQ, ZQRX & Responsible Wool Standard, through pre invoice checks. • Issuing and requesting Transaction Certificates to customers and from the certification body. • Issuing Certificates of Authenticity to our customers including the brand partners • Using data to provide reporting and analysis that supports traceability • Supporting process improvement initiatives 	<ul style="list-style-type: none"> • The ZQ Certificates are issued in accordance to the business rules • Changes and initiatives to the ZQ process are managed effectively • Checks and Certificates delivered to Customer within agreed timeframe with high degree of accuracy. • Analytics/Reports provided within agreed timeframes. • Positive customer feedback received. • Continuous improvements identified and changes made.
<p>3. Project Support</p> <ul style="list-style-type: none"> • Collaborate on all traceability project work and other ad hoc tasks 	<ul style="list-style-type: none"> • Project work completed within agreed timeframe with a high degree of accuracy.
<p>4. ZQ Grower Support</p> <ul style="list-style-type: none"> • Provide support to Growers as required regarding corrective actions and ZQ requirements. • Support Relationship and Area Managers with certification discussion where required providing technical expertise. • Support Relationship and Area Managers with corrective action closure. 	<ul style="list-style-type: none"> • Develop and improve grower experience regarding CAR closures. • Relationship & Area Managers feel well supported with certification and CAR closures.

<p>5. Other Duties, Health & Safety and NZM Policies</p> <ul style="list-style-type: none"> • Duties are not limited to those specified, so further tasks may be assigned on a project or ongoing basis • Ensure that all Health and Safety requirements as outlined in the Health and Safety policy are complied with • Ensure all NZM policies are complied with 	<ul style="list-style-type: none"> • A proactive flexible approach is undertaken to achieve NZMs business objectives • Awareness of Health and Safety requirements and procedures • Awareness and compliance with all NZM policies.
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Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken, or most complex problems solved:

- Ensuring transaction certificate detail is accurate and full traceability maintained.
- Adapt quickly to changing priorities and tight deadlines.
- Ensuring all administrative tasks associated with the programme management are completed.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications (or equivalent level of learning)

Essential	Desirable
	<ul style="list-style-type: none"> ▪ Relevant tertiary qualification

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> ▪ 2 years' experience in similar role. ▪ Strong intermediate/advanced excel skills. ▪ Experienced using spreadsheets and database management. 	<ul style="list-style-type: none"> ▪ Understanding of auditing, certification, and / or farm performance monitoring systems.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none">• Excellent interpersonal skills• Relationship management• Team player• Computer literate• Attention to detail• Self-starter• Lateral thinker
Competent level	<ul style="list-style-type: none">• Highly organized• Self-motivated• Agile
Awareness	<ul style="list-style-type: none">• Primary Industry

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Approved by1

Employee Name

Job Title

Signature

Date

Approved by

Name

Job Title

Signature

Date
