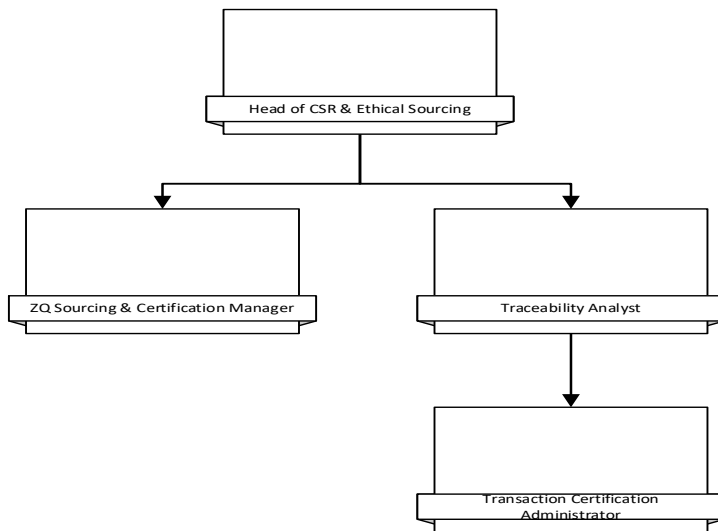


The New Zealand Merino Company Limited (NZM)

JOB DESCRIPTION

Job title:	Transaction Certificate Administrator
Team:	ZQrx
Responsible to:	Traceability Analyst
Responsible for: (Total number of staff)	0
	This job exists to:
Job Purpose:	provide administrative and data collation tasks associated with providing traceability of wool sold.
Date:	November 2021

Organisation Context



Key Relationships

External <ul style="list-style-type: none">▪ NZM Trade Customers▪ Conformity Assessment Body (CAB)	Purpose of contact with this person/s <ul style="list-style-type: none">▪ Support Issuing COA's/TC's▪ Support Customer queries▪ Enquiries with Conformity Assessment Body (CAB)
Internal <ul style="list-style-type: none">▪ Traceability Analyst▪ Head of CSR & Ethical Sourcing▪ CSR Team▪ ZQ On Farm Team	Purpose of contact with this person/s <ul style="list-style-type: none">▪ Manager relationship▪ Provide Support▪ Internal enquiries▪ Workflow

Financial Responsibilities

See the NZM Delegated Levels of Authority

Key Result Areas

The position of **Transaction Certificate Administrator** encompasses the following major functions or Key Result Areas:

- Transaction Certification Administration and Data Management – 85%
- Project Support – 15%

Key Results Area	Jobholder is successful when
<p>1. Certification and Traceability Administration and Data Management</p> <ul style="list-style-type: none"> • Ensure growers are certified at time of invoice for ZQ, ZQRX & Responsible Wool Standard, through pre invoice checks. • Issue and request Transaction Certificates to customers and from the certification body. • Issue Certificates of Authenticity to customers, including brand partners. • Use data to provide reporting and analysis that supports traceability. • Assist with process improvement initiatives. 	<ul style="list-style-type: none"> • Traceability of wool sold. • Checks and Certificates delivered within agreed timeframe and with a high degree of accuracy. • Analytics / reports provided within agreed timeframes. • Continuous improvements identified and positive changes made.
<p>2. Project Support</p> <ul style="list-style-type: none"> • Assist with and collaborate on 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>3. 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, Safety and Wellbeing 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, Safety and Wellbeing requirements and procedures. • Awareness and compliance with all NZM policies.

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:

- Ensure transaction certificate details are accurate and full traceability maintained.
- Adapt quickly to changing priorities and tight deadlines.

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, working with administration and data. ▪ Intermediate/advanced MS Excel skills, including the use of 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 • Team player • Computer literate • Attention to detail • Self-starter • Lateral thinker
Competent level	<ul style="list-style-type: none"> • Highly organised • 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 by

Employee Name

Job Title

Signature

Date

Approved by

Name

Job Title

Signature

Date
