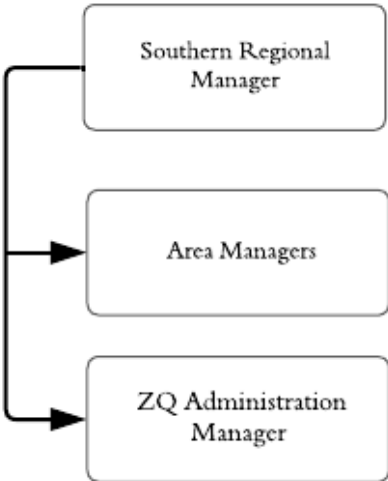


The New Zealand Merino Company (NZM)

JOB DESCRIPTION

Job Title:	ZQ Administration Manager
Team:	ZQ On Farm
Responsible To:	Southern Regional Manager
Responsible For: (Total number of staff)	0
Job Purpose:	This job exists to: <ul style="list-style-type: none">▪ Provide administrative support to the Southern Area Managers as well as support to other ZQ on farm team▪ Develop strong commercial relationships with Key Growers within Southern region (NZ), identifying there needs and requirements.▪ Lead and support new business opportunities that leads to increased bales procured.▪
Date:	July 2022

Organisation Context



Key Relationships

<p>External</p> <ul style="list-style-type: none"> ▪ Growers ▪ PGG Wrightson ▪ Shearing contractors ▪ Brand partners ▪ Transport operators 	<p>Purpose of contact with this person/s</p> <ul style="list-style-type: none"> ▪ Provide advice. ▪ Assist with quality control. ▪ Logistics of supply. ▪ Quality control of wool clip and getting insights on potentials leads. ▪ Organising and hosting farm visits.. ▪ Logistics re wool to wool store.
<p>Internal</p> <ul style="list-style-type: none"> ▪ Southern Regional Manager ▪ Area Managers ▪ ZQ On Farm Team 	<p>Purpose of contact with this person/s</p> <ul style="list-style-type: none"> ▪ Direct Manager Relationship. ▪ Mutual support and assistance with everything – contracts, growers, collateral. ▪ Liaison re contracts, market conditions, seasonal wool growing conditions and offers to growers.

Financial Responsibilities

See NZM Delegated Levels of Authority

Key Result Areas

The position of **ZQ Administration Manager** encompasses the following major functions or Key Result Areas:

- Administration Support (60%)
- Relationship Management (40%)

Jobholder is responsible for	Jobholder is successful when
<p>1. Administration support</p> <ul style="list-style-type: none"> ▪ Invites and mailouts to growers ▪ Wool administrative tasks ▪ Organising logistics and attendance for events ▪ Providing administrative support for Area Managers ▪ Providing information and support to growers during ZQ Pre-audit and in taking any necessary corrective action. ▪ Liaising with wool-stores, growers, and Christchurch office staff as required ▪ Other administrative duties as required 	<ul style="list-style-type: none"> ▪ All Administration tasks are completed within agreed timeframe with a high degree of accuracy ▪ Positive feedback received from all stakeholders
<p>2. Relationship Management</p> <ul style="list-style-type: none"> ▪ Build intimacy amongst Growers and other stakeholders, provide a sense of belonging and increase their understanding the value ZQ On Farm brings. ▪ Manage new business opportunities. ▪ Build commercial relationships with Key Growers to maximise revenue opportunities for NZM. ▪ Work collaboratively with the Southern Regional Manager to ensure strong Grower engagement and continue to grow the ZQ ethos. ▪ Ensure a strong alignment between NZM, Grower processes and Brand Partner requirements. ▪ Demonstrate the NZM value proposition to existing and potential Growers. ▪ Ensure appropriate communications are delivered to Growers regularly. ▪ Build a positive profile of NZM by being involved in and attending industry events. ▪ Liaise with Growers at NZM led events. ▪ Communicate to Growers regarding market and contracts. ▪ Assist with on farm brand partner visits 	<ul style="list-style-type: none"> ▪ Development of key relationships results in commercial value to NZM. ▪ Increase bales procured. ▪ ZQ ethos continues to grow and demonstrated to existing clients. ▪ Maximising and retaining of clients – set targets are achieved. ▪ Attract new clients from competitors. ▪ Increase the volume of bales of wool through NZM. ▪ Growers feel informed regarding NZM value proposition. ▪ Contracts for procurement are signed. ▪ Farmers express satisfaction. ▪ Bales procured are in line with or greater than the business plan for your area. ▪ Wool is accurate to extract the most value for the Grower and NZM out of the clip. ▪ NZM as a team are present at relevant events; sheep sales, shows and industry days.
<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 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.

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:

- Managing relationships with Growers and understanding their challenges.
- Understanding and developing tools to sell in the NZM value proposition.
- Increase bales procured by NZM.
- Managing tasks and completion of work to scheduled 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">▪ Car drivers licence	

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none">▪ 2+ years' experience in a similar role (relationship management, administration)▪ Relationship management experience in the agricultural industry▪ Administration experience▪ Technology Savvy	<ul style="list-style-type: none">▪ Wool knowledge▪ Farm background

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"> ▪ Interpersonal skills ▪ Communication skills ▪ Interpersonal skills ▪ Problem solving ▪ Attention to detail ▪ Tenacity ▪ Ability to establish credibility ▪ Planning and organisation skills ▪ Strong team player ▪ Initiative and proactive ▪ Integrity ▪ Time and priority management ▪ Farm empathy ▪ Digital skills
Competent	<ul style="list-style-type: none"> ▪ Climate conditions and impact on farm decisions ▪ Commercial acumen ▪ Agricultural acumen ▪ Sales
Awareness	<ul style="list-style-type: none"> ▪ Regenerative farming ▪ Understanding of supply chains ▪ Wool knowledge: its specifications and potential applications

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

Employer Name

Job Title

Signature

Date
