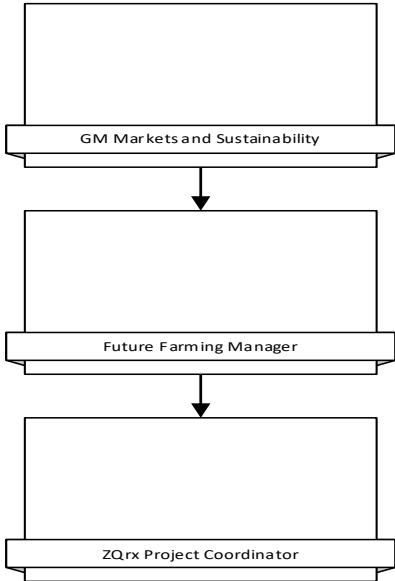


# The New Zealand Merino Company (NZM)

## JOB DESCRIPTION

Job Title:	<b>ZQRX Project Coordinator</b>
Team:	ZQRX
Responsible to:	Future Farming Manager
Responsible for: (Total number of staff)	0
Job Purpose:	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>▪ Assist with research and development (R&amp;D) activities associated with ZQRX programme, and that will inform NZMs strategic direction, and support brand partner market positioning.</li> <li>▪ Provide extension and support to growers and the NZM team in communicating and executing the ZQRX programme.</li> <li>▪ Undertake on farm assessments and projects to demonstrate ZQRX progress and performance.</li> </ul>
Date:	December 2021

### Organisation Context



## Key Relationships

<p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ Growers</li> <li>▪ Brand partners</li> <li>▪ Industry Stakeholders/Partners</li> </ul>	<p><b>Purpose of contact with this person/s</b></p> <ul style="list-style-type: none"> <li>▪ Support in the implementation of ZQRX.</li> <li>▪ Undertake ZQRX assessments and provide grower support.</li> <li>▪ Relationship management and partnerships.</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Future Farming Manager</li> <li>▪ Marketing team</li> <li>▪ ZQ On-Farm Team</li> <li>▪ Creative Teams</li> </ul>	<p><b>Purpose of contact with this person/s</b></p> <ul style="list-style-type: none"> <li>▪ Direct manager relationship and guidance on projects.</li> <li>▪ Work together on ZQRX, plus receive guidance and support.</li> <li>▪ Collaborate on ZQRX extension activities.</li> <li>▪ Collaborate on development in-market collateral.</li> </ul>

## Financial Responsibilities

See NZM Delegated Levels of Authority

## Key Result Areas

The position of **ZQRX Project Coordinator** encompasses the following major functions or Key Result Areas:

- ❑ ZQRX Support (70%)
- ❑ Relationship Management (30%)

Key results area	Jobholder is successful when
<p><b>1. ZQRX Support</b></p> <ul style="list-style-type: none"> <li>• Assist in the planning, implementation and monitoring of ZQRX</li> <li>• Collect, collate and analyse data, produce reports and recommendations supporting ZQRX work.</li> <li>• Related project administration tasks</li> <li>• Support extension activities to communicate ZQRX outcomes.</li> <li>• Provide on-going support with any other relevant research and extension activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant project data is collected, collated, analysed and reported.</li> <li>• Project milestones are completed within agreed timeframes and budget.</li> <li>• Results of R&amp;D provide insights to increase overall productivity of sheep farming.</li> <li>• Extension activities (e.g. field days, workshops, and written and digital communications) are conducted to optimise uptake of outcomes.</li> <li>• Positive feedback received from key stakeholders – growers, research providers, funders and wider NZM team.</li> <li>• Stakeholders acknowledge that R&amp;D outcomes have contributed towards improving productivity and profitability.</li> </ul>
<p><b>2. Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Build rapport, trust and empathy with growers through spending time on farm, providing support and offering advice.</li> <li>• Develop stakeholder relationships.</li> <li>• Develop the knowledge and skills of growers, to improve grower buy-in to ZQRX and lift the NZM value proposition for growers.</li> <li>• Communicate NZM news and key messages to growers.</li> <li>• Provide technical input and support to brand partners regarding the core platforms of the ZQRX programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Growers buy-in to ZQRX and the NZM value proposition.</li> <li>• Strong relationships built with positive feedback.</li> <li>• Growers feel more connected and informed about NZM activities.</li> <li>• Brands are connected to and confident in the implementation of the ZQRX.</li> </ul>
<p><b>3. Other Duties, Health and Safety, and NZM Policies</b></p> <ul style="list-style-type: none"> <li>• Represent NZM brand and value.</li> <li>• Duties are not limited to those specified, so further tasks may be assigned on a project or ongoing basis.</li> <li>• Ensure that all Health and Safety requirements as outlined in the Health and Safety policy are complied with.</li> <li>• Ensure all NZM policies are complied with.</li> </ul>	<ul style="list-style-type: none"> <li>• A proactive flexible approach is undertaken to achieve MNZs business objectives.</li> <li>• Awareness and compliance with Health and Safety requirements and procedures.</li> <li>• Awareness and compliance with all NZM policies.</li> </ul>

**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:

- Designing, managing, and contributing to R&D projects.
- Critically analysing and implementing ZQRX in the context of all stakeholders.
- Engaging with growers to increase uptake of ZQRX recommendations, particularly recommendations that conflict with traditional practice and / or require transformational change of a farming system.
- Building and managing relationships with diverse stakeholders, including growers with divergent attitudes towards change, as well as research providers and agri-business professionals whose interests are not always in alignment with NZM's objectives.

## Person Specification

### Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"><li>▪ Degree in Agriculture</li></ul>	<ul style="list-style-type: none"><li>▪ Honours-level degree (or other evidence of well-developed research and writing skills)</li></ul>

### Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"><li>▪ 2+ years R&amp;D experience</li><li>▪ Strong communication skills and grower empathy.</li><li>▪ Experience or deep knowledge of farm systems and management.</li><li>▪ Strong sustainability land management and sustainability knowledge.</li><li>▪ Proficient use of MS Excel and MS Word</li></ul>	<ul style="list-style-type: none"><li>▪ Confidence learning how to use new software programmes.</li><li>▪ Business experience.</li><li>▪ Extensive on farm experience.</li><li>▪ Sheep and wool industry experience.</li></ul>

## 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"> <li>• Communication skills, both written and oral</li> <li>• Relationship management</li> <li>• Critical thinking</li> <li>• Empathetic</li> <li>• Results driven</li> <li>• Passionate</li> <li>• Think outside box</li> <li>• Flexible</li> <li>• Interpersonal skills</li> </ul>
Competent	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Public speaking</li> <li>• Project management</li> <li>• Pragmatism and the ability to convert theory to practice</li> </ul>

## 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 required.

Approved by

**Employee Name**

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Job Title

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Signature

Date

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Approved by

**Name**

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