

## POSITION DESCRIPTION

<b>Job Title</b>	Innovative Solutions Developer
<b>Status</b>	18 Month Fixed Term – Graduate Development participant
<b>Department</b>	Primary & Manufacturing
<b>Location</b>	Level 5, 50 Manners Street, Wellington, and Various manufacturing businesses in the Greater Wellington Region
<b>Manager</b>	Manufacturing & Primary Sector Manager – Geoff Copps

<b>ORGANISATION</b>	Grow Wellington Limited
<b>ORGANISATION DESCRIPTION</b>	<p>Grow Wellington works with a huge variety of exciting businesses, research bodies and investors throughout the greater Wellington region, covering the different stages in their development. We have a coordinated suite of high value programmes and services that help these businesses grow and become more successful so that we grow our region's exports and its economy for the benefit of all.</p> <p>Our mission is to provide intelligent support for inspirational, high growth, export oriented businesses.</p>
<b>PROGRAMME/DEPT DESCRIPTION</b>	Grow Wellington works with the Wellington Region's leading Manufacturing and Primary sector businesses to provide connections that enable them to operate at a high level and increase the level of exports from those sectors.
<b>INCUMBENT</b>	TBC
<b>DIRECT REPORTS</b>	None
<b>HOURS OF WORK</b>	40 hours per week (at variable times throughout the week, and could include shifts - to reflect expectations and operational requirements of participating businesses)
<b>REMUNERATION</b>	TBC
<b>ROLE PURPOSE</b>	<p>The purpose of this role is to produce and present feasible project plans that result in greater productivity and business performance within greater Wellington's manufacturing sector that inspire them to take action and implement the plans.</p> <p>This will be done through a series of placements at participating businesses, working with them to understand their businesses, their issues and providing solutions in line with the criteria set within this programme</p>
<b>KEY RELATIONSHIPS</b>	<p>Grow Wellington colleagues</p> <p>On-site Managers and colleagues</p> <p>Other participating graduates</p> <p>Mentors</p>

### KEY FUNCTIONS AND RESPONSIBILITIES:

Work in business to gain an indepth understanding of all business and production processes including but not limited to:

- Financial
- Operational
- Human Resources
- Health & Safety

Build strong, trusting working relationships with all colleagues in businesses

Identify where efficiencies could be gained and provide well researched solutions

Continuously conduct research into global best practice around manufacturing (or other industry) productivity and business practices and provide examples of where recommendations or applications of the theories/models are incorporated into the day-to-day operations

Work closely with on-site manager to arrange for regular, formal presentations to be made to interested parties on thoughts/progress/recommendations i.e. Senior Management, Board, external stakeholders

Deliver commercially viable project plans/recommendations, in-line with Optimising Manufacturing's agreed upon objectives and in the following areas:

**Product Development**

- Value add
- Product optimisation

**Process Improvement**

- Automation
- Test & QA optimisation

**Process Efficiency**

- Efficiency
- Waste Management

**Manufacturing Capability**

- Process development
- Process refinement

Inspire and facilitate innovative thinking within the business and with your colleagues within Grow Wellington.

**Attendance and active participation in professional development opportunities**

- Professional development modules including but not limited to:
  - Team Dynamics
  - Relationship management
  - Influencing and persuasion skills
  - Effective Presentation Skills
  - Decision-making
  - Harnessing Innovation
  - Communication and Coaching
- Technical development
  - Lean Manufacturing
  - Automation
  - Project Management
  - Business Finance
- Self-directed learning – outcomes and expectations (agreed up front with manager)
  - Long-term project-based course

**ORGANISATIONAL RESPONSIBILITIES**

**Financial**

- Familiarisation with relevant budgets, input into preparation of forecasts and adherence to financial policies, particularly delegation authority

**Management reporting**

- provide input, as requested and required, into preparation of progress reports for Grow Wellington, on-site businesses and any/all other reports as required

**Policies and Procedures**

- awareness of and compliance with Grow Wellington's and on-site businesses policies and procedures as outlined in the office manual/staff handbook

**Administration**

- Organisation of specific meetings, events, conference registration
- Photocopying, faxing, binding, filing, inwards/outwards mail, equipment maintenance/repairs
- Responsible for general tidiness of area – and compliance with all on-site H&S requirements
- Data input/processing: keeping relevant databases and documents up to date
- Other administrative tasks as assigned or required

Due to the dynamic nature of our work, our partners' and businesses, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of the businesses we work with. As a result, it is expected that the person in the role recommends and/or is prepared for changes to the role and this description of it, on a day-to-day-basis. Any changes will be mutually agreed with your manager and noted in writing on this document.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualification in a Technical/Science/Engineering discipline with upper quartile grade averages preferred
- Experience of working within a business at any level and have an interest in and understanding of their key issues and challenges

**PROFESSIONAL COMPETENCIES:**

- Project and budget management
- Proficient in Microsoft Office (Excel, Word, PowerPoint) and experience using a variety of software applications
- Full driver's licence
- Sound analytical and diagnostic skills
- Sound understanding of the business environment, financial processes, including budgeting, analysis, monitoring etc
- Proven efficient administrative and time management skills
- High level competency of English grammar, spelling and business writing
- Financial literacy

**PERSONAL ATTRIBUTES:**

- Ability to relate to people from all walks of life and levels of seniority
- Confident communicator with great interpersonal skills
- A self starter with plenty of initiative and is able to successfully implement new processes
- Flexible and calm under pressure
- Highly organised with planning and coordination skills
- A team player with a good sense of humour

**KEY PERFORMANCE INDICATORS:**

[To be agreed with Manager upon commencing]

**WORKING CONDITIONS AND ENVIRONMENT**

- Grow Wellington has an entrepreneurial culture, which will require some out of hours work.
- This role will involve travel within the wider Wellington region.