

# EDI Analyst

## Kaiwhakarato

### WHO WE ARE - KO WAI MĀTOU

At Farmlands - Te Whenua Tāroa, our vision is to be the 'go-to' for everyone connected to our land. We're always backing Kiwi's – rain or shine, year in, year out. We work as one – we help each other, we win together. We're rural people supporting our rural communities looking after our land and our people.

### OUR VALUES – NGĀ UARATANGA

#### Be you - mōu ake

It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.

#### Minds open - hinengaro tākoha

We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.

#### See it through - whakamaua kia tina

We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

### POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere: Inventory and Analytics Manager  
Your Team – To tīma: Supply Planning  
Direct reports - Kaimahi: 0

The EDI Analyst is responsible for optimizing and maintaining the Electronic Data Interchange (EDI) processes across the supply chain. This role works closely with external vendors, internal teams, and suppliers to ensure seamless data exchange, process compliance, and continuous improvement. The EDI Analyst is also responsible for identifying opportunities to onboard new vendors onto EDI and work with Category and IT teams to project manage these vendors onto the EDI platform.

### KEY ACCOUNTABILITY AREAS – Ngā wāhanga mahi

#### Safety and wellbeing - Haumarutanga

Actively contribute to a safety-first culture by:

- Keeping yourself and others safe, and participating in safety and wellbeing activities
- Speaking up if you see something that is not and could injure yourself or others in the workplace
- Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

#### General – Whānuitanga

- EDI Vendor Management
  - Partner with EDI service provider (ProAgrica) to identify and implement system and process improvements.
  - Monitor vendor performance and escalate issues as needed.

- Run the monthly and quarterly EDI Supplier meetings and ensure that actions and issues are being worked and followed up to agreed timelines.
  - Ensure EDI vendor is supporting (via technical support and training) new and existing vendors.
- Supplier Engagement
  - Work with existing EDI-enabled suppliers to ensure compliance with agreed processes.
  - Identify and implement process improvements to enhance efficiency and data accuracy.
  - Build reports and metrics around EDI (accuracy and compliance to process) to feed into Supplier review meetings.
- Supplier Onboarding
  - Collaborate with the CDC (Central Distribution Centre) team to assess and onboard new suppliers to EDI.
  - Facilitate training and support for suppliers during onboarding.
- Performance Monitoring & Reporting
  - Track and report on efficiency gains and losses resulting from EDI changes or issues.
  - Provide insights based on data analysis regarding supplier performance, including recommendations for training, EDI suitability etc
- Technology Integration
  - Ensure EDI system is efficiently and accurately interfacing to ERP system.
  - Work with the IT team to identify opportunities for integrating Robotic Process Automation (RPA) EDI workflows to improve efficiency and speed of EDI.

**Professional  
Development -  
Whakawhanaketanga**

Continue to develop personally and professionally by:

- Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas
- Engaging with Farmlands performance development process, recording progress and goals
- Being a positive supporter and leader of change initiatives
- Ensuring all training requirements are completed as required

**These may change from time to time to meet operational or other requirements.**

## WHAT YOU'LL BRING - Āu āpititanga ki te tūranga

### Experience - Āu tautōhitotanga

- Proven experience in EDI systems (ProAgrica) and supply chain data exchange
- Strong analytical and problem-solving skills
- Experience working with vendors and cross-functional teams
- Familiarity with RPA and AI technologies is a plus
- Excellent communication and stakeholder management skills
- Proficiency in data analysis and reporting tools

### Qualifications – Āu tohu mātauranga

- Tertiary training in business, supply chain or other relevant fields preferred

### Knowledge – Āu mōhiotanga

- Solid understanding of inventory management practices and procedures.
- Advanced mathematical and statistical knowledge
- Good market knowledge, preferably rural market knowledge
- Understanding of supply constraints, MRP, MPS, and Sales and Operations Planning/Execution
- D365 FinOps knowledge beneficial particularly experience with Master Planning and Procurement modules
- Planning systems (especially Logility) systems knowledge beneficial

### Skills – Āu pūkenga

- Strong business planning skills and project management
- Ability to work under pressure and meet deadlines, ability to multitask
- Advanced MS Office skills, particularly Excel and PowerBI
- Ability to propose solutions and justify position

### Personal Attributes – Ōu āhuatanga

- Advocate for data integrity
- Inspiring, consultative leader who is regularly visible and engages with others to develop solutions
- A superior communicator with an ability to liaise to a high standard with a variety of stakeholders
- Effective interpersonal skills including the ability to collaborate, influence, negotiate, resolve conflicts and effectively coach others to improve engagement and performance
- Creativity, innovation and the ability to think 'out-of-the-box' in problem solving
- Ability to influence others and move toward a common vision or goal
- Flexible and adaptable; able to work in ambiguous situations
- Works well under pressure, with a high level of organisational and time management skills
- Prepared to listen to different perspective and engages others to develop solutions
- Demonstrates high levels of energy, determination, tenacity and persistence to achieve outcomes
- Quickly and effectively establishes and maintains strong, mutually beneficial and long-lasting working relationships
- An ability to initiate fresh thinking with a view to find and explore new ways to stimulate ideas; effectively leads team through change and promotes a growth mindset
- Embraces change, recognising it is necessary to meet the changing needs of our customers and business
- Integrity and high personal and professional standards

# EVERYDAY LEADERSHIP BEHAVIOURS

WE'RE OUT  
HERE TOO.

Farmlands

## THE FOUR BEHAVIOURS OF EVERYDAY LEADERSHIP

We've identified 4 leadership behaviours that we know make the best Farmlands leaders. Different roles across the co-operative require us to approach each aspect in slightly different way, and you'll see on the next pages the different leadership levels and how they all fit together.

### Create

#### Create Clarity

**Understand the bigger picture** – you understand our vision, strategy and plans. You know what's expected of you and how you should deliver this. And, if you don't know, you take steps to find out.

**Have a plan** – you establish a vision and course of action that's aligned to our strategy. You help others connect the dots between our vision and strategy and where they fit in achieving this. You can describe what success looks like and provide a sense of direction for others, even during times of ambiguity.

**Clarify the 'why'** – you make clear how activities and decisions benefit the customer and the co-operative. You provide further context where further buy-in or prioritisation is needed to help overcome resistance.

### Connect

#### Build Connections

**Forge connections** – you have strong relationships with the people around you, your customers and communities. You look outside of your immediate team to create connections with the people and teams across the business who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.

**Create purpose and belonging** – you create meaning for your team by uniting them around a common goal. You're authentic and prepared to be vulnerable. You promote diversity and allow others to express themselves and for all voices to be heard equally.

**Take people with you** – you inspire people through your energy, commitment to our business and enthusiasm for the future. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.

### Deliver

#### Deliver Results

**Create structure** – you plan ahead and create the structures and work routines to get things done. You make use of the systems and technology available to you. You're agile and look to work in new ways.

**Think and act like an owner** – you take responsibility for your performance and delivering to a high standard. You tenaciously pursue the right outcomes and don't confuse activity with results. If you lead people, you set clear expectations for every team member.

**Insights driven** – you understand the commercial aspects of your role and make decisions based on data and insights. You draw from new sources of information to generate ideas, seeking to innovate, disrupt and change. You are focused on building a stronger organisation tomorrow than today.

### Grow

#### Grow Self, Grow Others

**Have a growth mindset** – your resilience helps you embrace change, persist through challenges and learn from feedback. You are curious and have flexibility of thought and perspective. You know your strengths and opportunities, actively engage in self-development and take time to reflect and apply learnings.

**Develop capability** – you coach others to build capability and achieve their potential. You know your team, their aspirations and support them to learn, grow and take ownership of their development.

**Get out of the way** – you empower others by delegating and creating space for them to do their best work, trusting them to deliver and providing support where required. You make it safe for others to try new things and learn from mistakes.

## HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR (LEAD SELF)

Create	Connect	Deliver	Grow
Create Clarity	Build Connections	Deliver Results	Grow Self, Grow Others
<p><i>By understanding your role and how it contributes to the bigger picture you will make the right decisions.</i></p> <p><b>Align with the bigger picture</b></p> <ul style="list-style-type: none"> <li>Work is directly aligned with our vision, strategy and plans.</li> <li>Know what's expected and how to deliver.</li> </ul> <p><b>Have a plan</b></p> <ul style="list-style-type: none"> <li>Have a vision and course of action that's aligned to our strategy.</li> <li>Help others understand how they fit in.</li> </ul> <p><b>Clarify the 'why'</b></p> <ul style="list-style-type: none"> <li>Understand and make it clear how activities and decisions benefit the customer and the co-operative.</li> </ul>	<p><i>You have strong relationships with your team and the people you work alongside to achieve success in your role.</i></p> <p><b>Forge connections</b></p> <ul style="list-style-type: none"> <li>Create strong relationships with others.</li> </ul> <p><b>Create purpose and belonging</b></p> <ul style="list-style-type: none"> <li>You and your team are united around a common goal.</li> <li>Promote diversity and allow others to express themselves.</li> </ul> <p><b>Take people with you</b></p> <ul style="list-style-type: none"> <li>Inspire people through your energy, commitment and enthusiasm</li> <li>Consider information from a range of sources in decision making.</li> </ul>	<p><i>You deliver to the expectations of your role.</i></p> <p><b>Create structure</b></p> <ul style="list-style-type: none"> <li>Plan and create structure to get things done.</li> <li>Be agile and look to work in new ways.</li> </ul> <p><b>Enable performance</b></p> <ul style="list-style-type: none"> <li>Take responsibility for your performance and deliver to a high standard.</li> </ul> <p><b>Think about the business</b></p> <ul style="list-style-type: none"> <li>Think and make decisions with a commercial lens.</li> <li>Seek new information focused on building a stronger Farmlands.</li> </ul>	<p><i>Being agile and resilient, listening and responding to feedback, and putting in the effort.</i></p> <p><b>Apply a growth mindset</b></p> <ul style="list-style-type: none"> <li>Be agile, persist through challenges and learn from feedback.</li> <li>Actively engage in self-development and apply learnings.</li> </ul> <p><b>Develop capability</b></p> <ul style="list-style-type: none"> <li>Coach others to build capability and achieve their potential.</li> <li>Know and support others to take ownership of their development.</li> </ul> <p><b>Get out of the way</b></p> <ul style="list-style-type: none"> <li>Empower others by creating space for them to do their best work.</li> <li>Make it safe for others to try new things and learn from mistakes.</li> </ul>

## HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR (LEAD OTHERS)

Create	Connect	Deliver	Grow
Create Clarity	Build Connections	Deliver Results	Grow Self, Grow Others
<p><i>Your role is to operationalise the strategy which means you and your team need to understand it and how to achieve it</i></p> <p><b>Understand the bigger picture</b></p> <ul style="list-style-type: none"> <li>Understand our vision, strategy and plans.</li> <li>Know what's expected of you and how you should deliver this.</li> </ul> <p><b>Have a plan</b></p> <ul style="list-style-type: none"> <li>Establish a vision and course of action that's aligned to our strategy.</li> <li>Help others understand their contribution to our vision and strategy.</li> </ul> <p><b>Clarify the 'why'</b></p> <ul style="list-style-type: none"> <li>Make it clear how activities and decisions benefit the customer and the co-operative.</li> <li>Provide further context where required to overcome resistance.</li> </ul>	<p><i>This is about the relationships you create with your team and the teams you work closely with.</i></p> <p><b>Forge connections</b></p> <ul style="list-style-type: none"> <li>Create strong relationships with your team and others who have an influence on your work.</li> </ul> <p><b>Create purpose and belonging</b></p> <ul style="list-style-type: none"> <li>Create meaning for your team by uniting them around a common goal.</li> <li>Authentic and promote diversity.</li> </ul> <p><b>Take people with you</b></p> <ul style="list-style-type: none"> <li>Inspire others through your energy, commitment and enthusiasm.</li> <li>Lead by example through consistency and demonstrating the Farmlands Leadership behaviours.</li> </ul>	<p><i>This is about achieving results through others.</i></p> <p><b>Create structure</b></p> <ul style="list-style-type: none"> <li>Plan and create structure to get things done.</li> <li>Agile and look to work and lead your team in new ways.</li> </ul> <p><b>Think and act like an owner</b></p> <ul style="list-style-type: none"> <li>Take responsibility for your performance and delivering to a high standard</li> <li>Set clear expectations for every team member and hold them to account.</li> </ul> <p><b>Insights driven</b></p> <ul style="list-style-type: none"> <li>make decisions with a commercial lens and seek new information to generate ideas.</li> <li>innovate, disrupt and challenge the norm.</li> <li>focus on building a stronger Farmlands.</li> </ul>	<p><i>Growth is how we make ourselves, our teams and our co-operative better.</i></p> <p><b>Have a growth mindset</b></p> <ul style="list-style-type: none"> <li>Embrace the new and lead with agility.</li> <li>Actively engage in self-development and apply learnings.</li> </ul> <p><b>Develop capability</b></p> <ul style="list-style-type: none"> <li>Coach others to build capability and achieve their potential.</li> <li>Know your team and support and empower them to learn, grow and develop.</li> </ul> <p><b>Get out of the way</b></p> <ul style="list-style-type: none"> <li>Empower others by delegating and creating space for them to do their best work.</li> <li>Make it safe for others to try new things and learn from mistakes.</li> </ul>