

Master Data Administrator

WHO WE ARE - KO WAI MĀTOU

We are Farmlands - Te Whenua Tāroa, a Co-operative owned by New Zealand Farmers and Growers, we have been around for 60+ years, supporting our rural communities, looking after our land and our people - we're Out Here Too. We're always backing Kiwis - rain or shine, year in, year out. We work as one – we help each other, we win together.

PURPOSE AND VISION – TE KAUPAPA ME TE MATAKITE

At Farmlands, our purpose is “To enable improved profitability and productivity for NZ farmers and growers”, and our Vision is “To be the go-to for everyone connected to our land”. Everything we do, every decision we make is with this in the forefront of our minds.

OUR VALUES – NGĀ UARATANGA

Our values of Be You, Minds Open, and See It Through help us to work as one - helping each other and winning together. We're rural people supporting our rural communities looking after our land and our people.

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 tīna

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: Senior Business Analyst

Your Team – To tīma: Innovation and Digital

Direct reports - Kaimahi: No

The purpose of the Master Data Administrator is to cleanse and remediate data to support the Master Data Project.

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

- Data cleansing, remediation, gathering images from sources on the internet
- Analyzing spreadsheets of information to identify anomalies and determine next steps
- Preparing data for loading into ERP systems in accordance with data standards
- Image gathering - going to supplier websites, downloading, saving in a format, changing format for website
- Coordinating with stores to photograph missing products
- Sourcing stock images or AI generated images as required
- Following up on required information by phone or email

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

- Administration experience preferred not essential

Qualifications – Āu tohu mātauranga

- Qualifications in Business Administration, Agriculture, Supply Chain, or a related field are desirable not essential

Knowledge – Āu mōhiotanga

- Working knowledge of Microsoft Office Suite and Teams
- Familiarity with rural/agricultural products is valued

Skills – Āu pūkenga

- Strong analytical skills
- Strong time management skills
- Strong attention to detail and accuracy
- Excellent verbal and written communication skills
- Microsoft office suite and core ERP system application (MS Dynamics 365)

Personal Attributes – Āu āhuatanga

- Flexible and adaptable; able to work in ambiguous situations
- Works well under pressure, with a high level of organisational and time management skills
- Team player with the ability to work closely and collaboratively with others, and take direction
- Embraces change, recognising it is necessary to meet the changing needs of our customers and business
- Takes ownership, committed to continuous improvement and self-learning
- Integrity and high personal and professional standards
- Systematic and has an analytical approach to problem solving
- Can connect with a diverse range of people
- Thrives in a fast-paced environment



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