

POSITION DESCRIPTION

Position Title:	HydroMetrics Operations Coordinator
Reporting To:	HydroMetrics Application & Sales Engineer
Group:	HydroMetrics
Location:	Lincoln
Status:	Fixed Term Full-time
Date:	November 2021
Purpose of Position:	To support the HydroMetrics business unit's growth objective by assisting the team deliver quality products and services on time and to a standard our clients expect.

Company Information

Lincoln Agritech Limited (LAL) is a leading edge research and development company with a track record for applying new and innovative engineering and science technologies to support agriculture, industry and the environment.

Sensing and Biotechnologies. Providing agricultural and industrial clients with: 1) smart sensing technologies that reduce costs, realise new revenue streams and improve decision-making - includes capability in machine vision and electromagnetics; and 2) microbial biotechnologies for biocontrol to manage disease and to enhance plant growth systems.

Environmental Research. Supplying tools that enable regional and central government, as well as water users, to manage groundwater quality and quantity, nitrogen impacts and water allocation to enable a sustainable future for New Zealand's water resource.

Precision Agriculture. Providing technologies and advice to enable efficient agricultural and horticultural production systems. Precision Ag is an agricultural management concept based on observing and responding to inter and intra-field variation. Applying inputs at the right time, in the right place in the right amounts.

IRRICADTM and Software. Designed by Lincoln Agritech, IRRICADTM, is a world leading computer software for designing pressurised irrigation systems. It is available in eight languages and has been exported globally since 1988. Our software consulting team have expertise in processing complex data to create simple visualisation tools and interactive dashboards.

New Materials. Creating new revenue opportunities for New Zealand's primary sector and developing new functionalised high value materials for the coarse wool industry.

LAL is a 100% subsidiary of Lincoln University and are based on campus at Lincoln University, 20 km west of Christchurch, New Zealand. The North Island office is located on the Ruakura Research Campus in Hamilton, New Zealand.

POSITION DESCRIPTION

Key Responsibilities

New Sensors

- Procurement of materials for sensor build including ordering of works to be completed.
- Working with the HydroMetrics Electronics Technician to ensure completed sensors and components and parts are manufactured to specification and on time.
- Documentation management and updating documents.
- Freight packaging and dispatch.
- Ensuring leads are passed on to the Sales team and following up on enquiries with existing customers where appropriate.
- Assisting with the assembly of sensors where required.

Installation

- Project management of installations
- Liaising with clients regarding installations and client needs
- Organising subcontractors and the scoping of work to be carried out where required.
- Materials procurement and resource management (including vehicles and equipment) for installations.
- Assisting with the installation of sensors where required.

Servicing

- Managing servicing requirements and work carried out.
- Ensuring servicing is completed in a timely manner.
- Invoicing of service work carried out.
- Assisting with the servicing of sensors where required.

Stock Control

- Working with Sales and the HydroMetrics Electronics Technician to ensure adequate stock levels are maintained and ready to be sent to clients on agreed timeframes.
- Working with Sales to ensure appropriate resources are in place to keep up with installation and service work.

Health and Safety (H&S)

- Comply with all Lincoln Agritech Limited and Lincoln University health and safety policies and procedures.
- Report any identified hazard, and all workplace injuries and incidents in a timely manner.
- All legislative requirements in respect of workplace health and safety are complied with.
- Protective clothing/apparatus are used where appropriate.

Treaty of Waitangi

- Support Lincoln Agritech Limited to meet its obligations under the Treaty of Waitangi.
- Demonstrate, and encourages others to demonstrate, support for the company's commitment to the Treaty of Waitangi.

Other Duties as Required

- Perform other reasonable duties as agreed and requested by the Group Management team or CEO.

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- Provide services to an agreed standard.
- The company's common goals are achieved collaboratively.
- Comply with all LAL and Lincoln University policies and procedures.

Authorities

This position is not responsible for the supervision of staff.

This position has a delegated authority for expenditure in line with company policy.

Key Relationships

The appointee is expected to establish effective working relationships with:

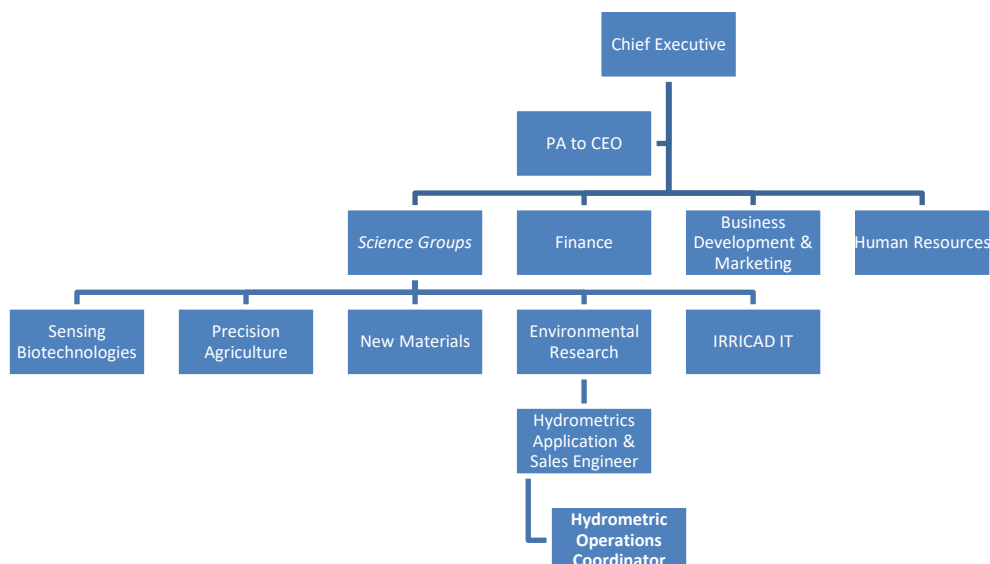
Internal

- Staff within the HydroMetrics and Environmental Research Group
- The wider Lincoln Agritech team
- Staff at Lincoln University, as required

External

- Clients and farmers
- Contractors and sub-contractors
- Professional bodies
- Local and regional councils

Organisational Context



Key Capabilities

Qualification

MEASURE.MODEL.MANAGE.®

PO Box 69 133, Lincoln, Christchurch 7640, New Zealand / P +64 3 325 3700

E info@lincolnagritech.co.nz / W lincolnagritech.co.nz

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- A relevant qualification in electronics or project management would be beneficial.
- The ability to legally work in New Zealand.
- Current drivers licence.

Experience

- 4 years' proven and applicable experience, ideally in a manufacturing, electronics or field services role

Technical Skills

- Strong project management skills
- Electronic or electrical skills would be highly desirable.
- Proficient with Microsoft Office suite of products including Excel

Personal Attributes

- Good levels of emotional intelligence.
- Sound attention to detail.
- Acts with integrity and honesty at all times.

Key Competencies

Collaboration

- Provide help and support to others readily.
- Be respectful, courteous and polite towards others.
- Value the opinions and ideas of others.
- State personal opinions and areas of disagreement tactfully.
- Support group decisions following the team consensus.
- Participate in group meetings and team interactions.

Drive for Results

- Deliver own tasks and work to agreed timescales and quality standards, checking for errors and mistakes.
- Approach tasks and work in a systematic and organised manner.
- Take initiative within scope of authority.
- Demonstrate persistence and perseverance to achieve goals.
- Overcome barriers standing in the way of goal achievement.
- Take personal accountability for delivery against targets and objectives.

Innovation and Change

- Demonstrate an openness to new methods, ideas, or approaches and being positive towards change.
- Improve efficiency and productivity in own work area and role.
- Collaborate effectively in unstructured or dynamic environments.
- Take on new challenges or tasks at short notice.

Scientific Process

- Follow accepted scientific approach.

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- Always provide honest and accurate data.
- Contribute to or write funding proposals.
- Monitor project performance and budget.

Customer-Centric

- Provide a prompt, professional and timely service to customers, stakeholders and colleagues.
- Listen to customers, stakeholders and colleagues to understand their needs.
- Address questions and feedback from customers, stakeholders and colleagues.
- Use open and probing questions to better understand customer, stakeholder and colleague needs and objectives.
- Build rapport with customers, stakeholders and colleagues, establishing trust and open communication.
- Demonstrate empathy and understanding of customers, stakeholders and colleagues.

Communication

- Communicate clearly and accurately in writing.
- Speak with confidence and clarity.
- Provide clear information and explanations.
- Share a different point of view or perspective.
- Balance speaking and listening, taking care not to interrupt or speak over people.

Decision Making

- Use verbal sources of information making accurate decisions and sound judgments.
- Use numerical sources of information making accurate decisions and sound judgments.
- Identify problems successfully.
- Consider a range of options before making a decision.
- Demonstrate sound judgment based on logic and fact.
- Question assumptions and probe for further information.
- Produce workable solutions to problems encountered in their work.