

DAIRYNZ Position Description

Senior Manager – Solutions and Development

Position

Position Title: Senior Manager, Solutions & Development

Direct Reports: 9

Budget: Varies, Project Budgets

Management Position: Yes

Reports to: General Manager Sustainable Dairy

Career Level: People Leader

Revenue: Nil

Delegated Authority: \$5,000

Purpose of DairyNZ

DairyNZ works for New Zealand dairy farmers. Our purpose is to help create a better future for them. We do this through investing in research through to extension to help solve on-farm problems and create new opportunities. Outside of the farm gate we collaborate with a wide range of stakeholders to achieve common goals and help tell the great dairy story.

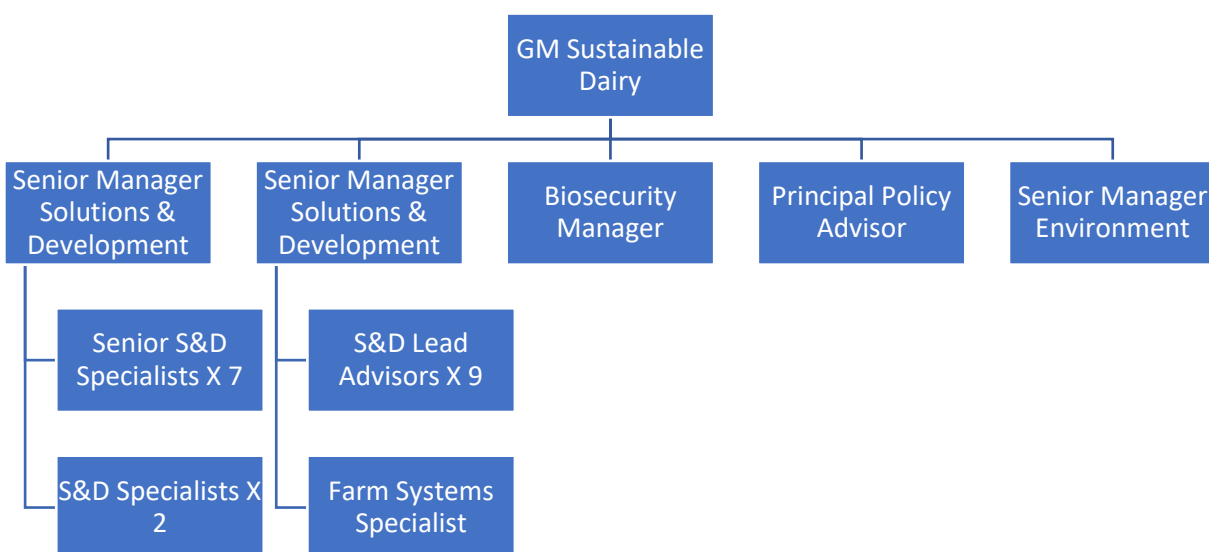
Our Vision: ***Delivering a better future, for farmers.***

This is what we strive for in everything we do and everything we say.

Purpose of the position

Lead the Solutions and Development team to translate policy, regulation and insight's driven guidance into practical terms using farm systems and subject matter knowledge. Provide coaching and mentoring of team members to maintain and enhance their core developer skills. Own and champion the Solutions and Development approach and create a culture of expertise in behaviour change, outcomes focused and agile delivery for high impact.

Team organisation chart



Key position deliverables

Key accountabilities of the role to be reflected in the Performance Agreement and Individual Performance Targets:

Key Performance Requirement:	Key Indicators:
Solutions and Development Delivery	<ul style="list-style-type: none"> • Own and champion the Solutions and Development approach and create a culture of expertise in behaviour change, outcomes focused, and agile delivery for high impact. • Support the DairyNZ matrix approach to facilitate and drive projects and programmes. • Contribute to direction and leadership in DairyNZ projects and programmes.
People Leadership & Development	<ul style="list-style-type: none"> • Routinely communicate overall and team specific strategy and vision to team members to link activity to overall goals. • Develop, attract and retain the key capability required to enable effective delivery to targets. • Apply sound and consistent people management practices to the whole team • Maintain a strong team culture that supports the development and performance of the team and of DairyNZ, and our values and purpose. • Monitor and manage the performance of direct reports to ensure delivery of programmes, projects and agreed industry targets. • Provide opportunity and motivate team direct reports and staff to develop capability. • Coach and guide staff in problem solving, manage barriers to delivery. • Provide mentoring support for other relevant DairyNZ staff.
Programme & Project Planning	<ul style="list-style-type: none"> • Work closely with the Farm Centred Design Manager (FCD Manager), ensuring the right component expertise is brought together, and support projects to deliver great outcomes. • Routinely lead the planning and scheduling of programmes and projects using the DairyNZ matrix approach and, where appropriate, detailed phases of work for projects. • Contribute to and prepare project plans/proposals/schedules for industry or external funding applications. • Ensure that contractors deliver to DairyNZ.
Leadership	<ul style="list-style-type: none"> • Contribute to strategy for Solutions and Development for DairyNZ. • Work closely with the FCD Manager to ensure the behaviour change impact is being delivered in our work. • Work with SILs to identify strategic issues and investment opportunities. • Input into overall Sustainable Dairy portfolio leadership.
Responsiveness	<ul style="list-style-type: none"> • Proactively identify emerging on-farm issues, and lead or support DairyNZ's response to these issues, in collaboration with Science, Policy, Marketing & Communications, Extension and other Development teams.
Budget Management	<ul style="list-style-type: none"> • Assist Project Managers to set budgets for staff time and cost. • Manage team budget ensuring that staff's chargeable hours (to projects) are in line with the agreed target for the team. • Report any projected under/over recovery to GM by regular forecasting. • Ensure that the delegated expenditure remains within agreed budget limits.
Reporting	<ul style="list-style-type: none"> • Report against projects, expenditure, and team goals and progress to GM.

How We Work	<ul style="list-style-type: none"> • Support and model DairyNZ values and principles: Respect, Curiosity, Courage and Credibility. • Understand and adhere to company policies and guidelines. • Actively support and contribute to DairyNZ organisational culture of one team. • Actively support and encourage continuous improvement to drive our organisation forward. • Strive to provide a safe and healthy workplace. • Role model industry safe working practices. • Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures. • Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management. • Comply with legislative requirements and relevant standards.
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Internal:	External:
Solutions and Development Team	Rural professionals
Senior Leadership Team (SLT)	Government agencies, including Regional Councils
DairyNZ General Managers	Dairy Farmers
Farm Centred Design Manager/Team	Other adoption partners
Programme and Project Managers	
Science team	
Farm Performance	
Sustainable Dairy Teams	
Corporate Services (Finance, Project Management Office team, Digital, Facilities, People & Culture)	

Qualifications and experience

Essential:	Preferred:
Tertiary qualified in Business, agri-science or related discipline	Experience working with industry issues with an agricultural culture
Significant experience (10 years +) in developing solutions	Knowledge of the New Zealand dairy industry and farm systems
Experienced in people leadership having lead a team of eight or more direct reports	
Project Management skills	
Analytical skills and the ability to interpret data to provide effective business solutions	
Ability to build and maintain effective working relationships	
Proven experience in maintaining a strategic view, while understanding individual contributing factors	
Experience in managing budgets	

Job specific & technical competencies

Category	Descriptor/Evidence
STRATEGIC AGILITY	Draft and contribute to strategic development and direction. Evidence of successful dissemination of strategy through to operational deliverables. Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
POLITICAL SAVVY	Can manoeuvre through complex political situations effectively and quietly; is sensitive to how people and organisations function; anticipates where the land mines are and plans his/her approach accordingly; views corporate politics as a necessary part of organisational life and works to adjust to that reality; is a maze-bright person.
ORGANISATIONAL AGILITY	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.
NEGOTIATING	Can negotiate skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
PRESENTATION SKILLS	Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; is effective both inside and outside the organisation, on both cool data and hot and controversial topics; commands attention and can manage group process during the presentation; can change tactics midstream when something isn't working.
PLANNING	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
RESOURCE COORDINATION	Effectively manages resource, allocating projects in-house and out of house, efficiently using budgets.
INNOVATION MANAGEMENT	Is good at bringing the creative ideas of others to fruition; has good judgement about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in practice.
PROJECT MANAGEMENT	Uses project management methodology to enable effective delivery to milestones and deadlines. Plans and schedules project work effectively. Identifies and engages stakeholders and collaborates when appropriate. Able to successfully manage multiple stakeholder projects and programmes.
DECISION MAKING	Makes good timely decisions based upon a mixture of analysis, wisdom, experience, and judgement and with the interests of DairyNZ in mind. Sought out by others for advice and solutions.
RELATIONSHIP MANAGEMENT	Identifies key stakeholders and activity develops and manages relationships with them. Can utilise relationship to influence.

LEADERSHIP	Actively leads, inspires, and motivates direct reports, providing challenging and stretching tasks, focuses on development, aids and contributes to compelling development plans and supports the execution of them. Proactively champions change. Develops personal profile and establishes credibility across the organisation.
INDUSTRY	Sufficient understanding and knowledge of the dairy industry to be able to successfully develop and deliver on relevant and appropriate solutions and development strategy. Actively seeks to increase knowledge of the dairy industry.
COLLABORATION	Actively seeks to collaborate. Can demonstrate successful collaborations. Collaborates when appropriate to do so. Influences with ability to generate cohesion and inspire collaboration within areas of influence.
BUDGET MANAGEMENT	Is responsible in managing delegated budget and in assessing validity of costs. Raises budget issues with GM.

Career level competencies – People Leader

Competency	Descriptor/Evidence
DECISION QUALITY	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
DEVELOPING DIRECT REPORTS & OTHERS	Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; pushes people to accept developmental moves; will take on those who need help and further development; co-operates with the developmental system in the organisation; is a people builder.
DELEGATION	Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform; lets direct reports and others finish their own work.
KEEPING OTHERS INFORMED	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information