

POSITION DESCRIPTION

Position Information

Position Title	Structural Designer
Business Unit	PNZ Design
Reports to	Creative Design & Innovation Manager
Purpose of Position	Provide structural designs for production requirements and new product development (NPD) opportunities.
Business Unit of HR responsibility	Packaging NZ
# of People in BU	7

Number of Direct Reports	NIL
Number of Indirect Reports	NIL
Operating Budget	As per annual budget
Sales Revenue	As per annual budget

Key Accountabilities

1. Structural Design

- Establish customer needs and use an innovative approach to create packaging designs and solutions. Liaise with production facilities and customers when needed.
- Design and create the best solution for customers (both internal and external)
- Ensure accurate creation of Pack Descriptions in Kiwiplan
- Utilise and schedule the manufacture of accurate samples from the sample table (ZUND).
- Understand best practice in case manufacturing.
- Understand and utilise the entire case manufacturing capabilities of Oji Packaging New Zealand (PNZ)
- Generation of any required die lines and files
- Accurate ordering of dies and activation of PDs when jobs go live
- Focus on quality, lead-times and accuracy.

2. Accurate record keeping

- Follow established procedures and SOPs.
- Ensure all new packs generated are 100% complete and accurate.
- Create and maintain the Artios CAD library.

3. Future Focused

- Be aware of both new designs and materials and their availability.

- Support all new product development (NPD)

4. Environment, Health, Safety & Risk

- Actively lead and contribute to a culture of safety first through attending all training, reading and acting on all EHSR communications, following all safety rules and procedures, and identifying/recording all hazards, discomforts, incidences, near misses or potential health and safety risks.
- Supporting colleagues ‘do the right thing’ in relation to EHSR and raising issues with others as appropriate.

Preferred Attributes

- Excellent computer skills with a creative flair for packaging designs.
- Must be physically fit and capable of handling sheets of board in the sample room area as well as operating the sample table.
- Good communication skills
- Attention to detail, accurate, methodical and logical in approach to generating solutions for customer (internal and external) needs.
- Demonstrate positive and appropriate work ethics and attitude.

Performance Indicators

- The efficient and effective generation of structural layouts, that meet or exceed both internal and external customers’ expectations.
- Accurate samples in the quantity and configuration required in a timely fashion provided.
- Design packaging which is fit for purpose, innovative, cost competitive and profitable.
- Correct die quotes to Sales / Customer Services provided.
- Produce jobs in a more efficient manner, therefore reducing production costs.
- Data accuracy.
- Support all new product development (NPD) and research new trends
- Provide a safe and healthy working environment for all employees, contractors and visitors

Technical Requirements:

Qualifications	<ul style="list-style-type: none"> ○ Packaging/design related tertiary qualification preferred
Experience	<ul style="list-style-type: none"> ○ Esko applications, ArtiosCAD, WebCenter (preferred) ○ Experienced with and good knowledge of Office 365 applications ○ Advanced CAD use (e.g., ArtiosCAD) ○ Creative Design Software Experience (e.g. Illustrator and Photoshop an advantage) ○ At least 3 years’ experience within a design related studio or structural design

Competencies

<p>Judgment</p> <p>Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying accurate logic, appropriate knowledge, expertise, and common sense.</p>	<p>Exercise Professional Judgment</p> <ul style="list-style-type: none"> ○ Applies accurate logic and common sense in making decisions and coming to conclusions. ○ Chooses courses of action or makes decisions that are consistent with policies, procedures, and rules. ○ Makes timely decisions on problems/issues requiring immediate attention. ○ Recognizes the implications and risks of actions and decisions.
<p>Focus On Customers</p> <p>Builds and delivers customer-centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.</p>	<p>Meet Customer Needs</p> <ul style="list-style-type: none"> ○ Accurately identifies customer requirements, expectations, and needs. ○ Addresses customer needs by involving the right people (resources) at the right time. ○ Continually searches for ways to improve customer service and remove barriers to service. ○ Follows up with customers to ensure problems are solved. ○ Seeks feedback from customers to identify improvement opportunities.
<p>Execution</p> <p>Manages work and work performance, holding associates accountable to effectively and efficiently complete work responsibilities. Demonstrates initiative, works to achieve results, meets or exceeds goals, acts on opportunities to create value.</p>	<p>Focus on Execution</p> <ul style="list-style-type: none"> ○ Acquires the authority, support, and information needed to carry out work. ○ Anticipates and works to remove obstacles to achieving quality results in a timely manner. ○ Holds self accountable for complying with policies, procedures, and work requirements. ○ Prioritizes and balances time, actions, resources, and initiatives to ensure results are achieved.
<p>Results Orientation</p> <p>Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.</p>	<p>Produce Results</p> <ul style="list-style-type: none"> ○ Demonstrates a strong sense of ownership and a commitment to achieving meaningful results. ○ Initiates timely action to address important issues. ○ Pursues initiatives/efforts to successful completion and closure. ○ Puts in persistent efforts to accomplish desired results.
<p>Effective Communication</p> <p>Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high-quality information between self and others and across the organization; encourages the open expression of ideas and opinions.</p>	<p>Provide Professional Communication</p> <ul style="list-style-type: none"> ○ Communicates information clearly, concisely, and professionally. ○ Listens carefully and attentively to others' opinions and ideas. ○ Prepares and delivers coherent and credible presentations. ○ Provides timely, relevant information to those who need it. ○ Tailors communication style and content to the audience. ○ Writes reports, documentation, and other written information clearly and thoroughly.

<p>Establishing Trust</p> <p>Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accordance with expressed beliefs and commitments; maintains high standards of integrity.</p>	<p>Demonstrate Integrity</p> <ul style="list-style-type: none"> ○ Acts in accordance with stated policies and practices. ○ Does not cover up problems or blame others for mistakes. ○ Does not disclose confidential information. ○ Follows through on commitments. ○ Is honest and direct in dealing with people.
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Authority:

<p>Decisions:</p>	<ul style="list-style-type: none"> ○ Time of delivery i.e., approximate a time when a design, sample and estimate will be ready ○ Design efficiencies – ensure packs are updated to run at maximum efficiency ○ Sample style – ensure designs are within plant specifications with sign off from production ○ Innovative designs/products for customers
<p>Recommendations:</p>	<ul style="list-style-type: none"> ○ Process enhancements and use of technology to ensure customer expectations are exceeded. ○ Challenge current best practice. Find ways to drive cost out of the production process ○ Provide alternative solutions if proposed design does not fit our current capability ○ Communicate with sales to advise customers of any recommended changes to pack design and or innovations to add value.

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Structural team lead, Structural Designers and Pre-Press Operators	Working with the team to provide designs, estimates, samples and artwork in order to achieve targets
PNZ Account Managers and Customer Service Representatives	Timelines on samples/estimates/Structural designs. Specifications, design clarification, artwork. Esko WebCenter support – training for new users
Process Managers - Production	Specifications and capability clarification, optimising productivity rates throughout the plant through redesign of slow running/high waste work.
Suppliers	Producing/quoting tooling for new work/design changes
External customers	Audits and follow up actions
Sales Manager/Creative Design and Innovation Manager	Day to day issues

The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.