

Position Description

Position: Intern (Fixed Term)

Date: September 2017

Incumbent: Nil

Approved: SSC governance team

Reports to: SSC Manager

Location: 17 -19 Gladding Pl, Manukau

Purpose of Role -

This intern position is a fixed term role for a year three or year two engineering student. The role supports the manager for the Sustainable Steel Council (SSC), in progressing key SSC projects.

The intern role occurs over the 2019 / 20 summer academic holiday. The role will focus on (though not confined to), supporting SSC with

- introduction of a tool / certification scheme for members
- case study project of how buying local delivers to NZ's Living Standards framework

If time permits there may also be database / other work for other Metals member organisations

Dimensions -

Revenue	
Indirect Budget	N/A
Number of Direct Reports	Nil
Total Number of Employee Reporting	Nil

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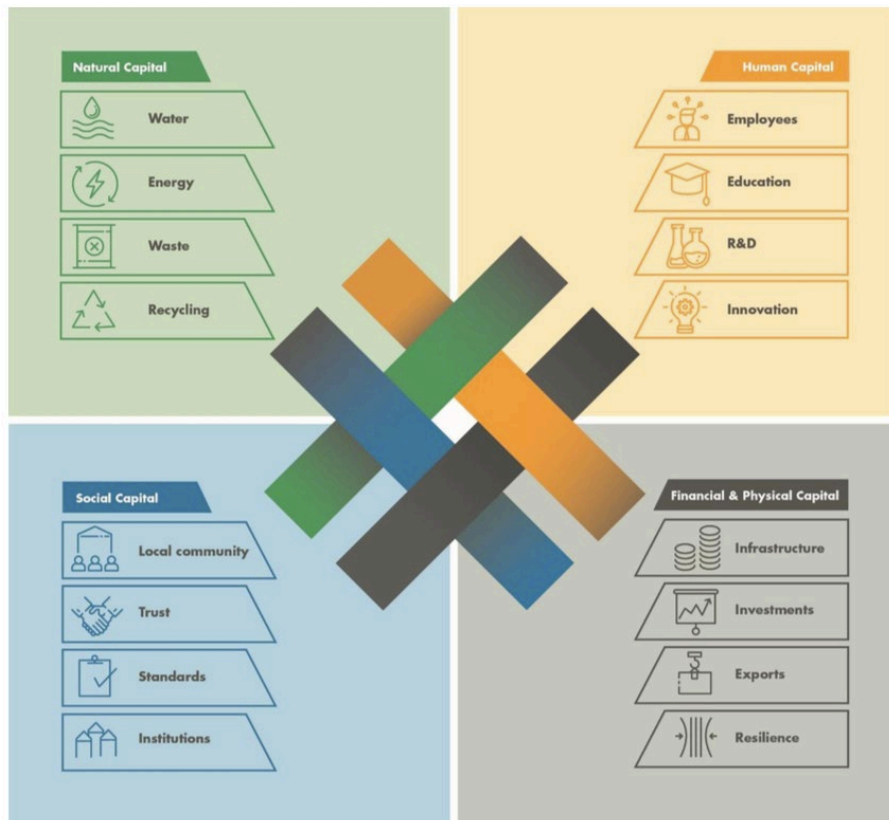
Key Relationships	Internal	Purpose
	Manager for SSC Members of SSC governance board involved in projects	One over one authorisation, coaching and leadership. Relationship management Interaction and support
	External	Purpose
	External contractors to SSC Members of metals member organisations	Project support Interaction and support with SSC tool

Business Context / Environment -

The Sustainable Steel Council (SSC) was re-established in 2019 with the aim of supporting individual member companies on the journey to a more sustainable New Zealand.

Refer <https://www.sustainablesteel.org.nz>

It's not just about carbon – rather the SSC focus is on how the metals sector companies deliver to New Zealand's Living Standards framework across the four capitals of human, social, finance /physical and natural capital –



Key Accountabilities - Identify all the Key Area's in which the role must produce results and how they are achieved. Describe each area separately.

Key Accountabilities (what is to be achieved)	Rank 1-7	Time %	Key Tasks (how they are to be achieved)	KPIs (Key Measures)
Understanding of SSC journey to date	2	10%	<ul style="list-style-type: none"> ▪ Interview members, capturing what has been achieved and documenting progress to date 	Completed document which can be uploaded to SSC website
Facilitating the delivery SSC tool to member companies	1	50%	<ul style="list-style-type: none"> ▪ Confidently support SSC members to complete tool ▪ Accurately recording feedback ▪ Ensuring progress is appropriately recorded on SSC website and members, who achieve, are issued with certificate in a timely manner 	# of members using tool Recording feedback re <ul style="list-style-type: none"> ○ functionality of tool ○ usefulness for business ○ what could be added / deleted
Assisting in developing of web-interface	3	20%	Assisting web designer in the development of the interface so members can complete tool on line and data can be compiled in a meaningful way	
Admin / Participation in SSC meetings	4	5%	General admin., ensure agenda sent out 3 working days before meeting, document proceedings and highlight action points	Recording Minutes
Other SSC projects		15%	Participation in SSC case study project – Value of buying local	Documentation as required.

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Competencies

Based on the role responsibilities above, please consider which of the following competencies would be key in meeting the objectives of the role. This will help you to develop a picture of what the ideal candidate should bring to the role.

1. **DETAILS** – Briefly describe any specific requirement related to that competency, especially with regard to the first four competencies.
2. **LEVEL** – On a scale of 1(low level) to 4(high level), please indicate the level of proficiency required for that competency. For example, with regard to education, 1=high school, 2=certificate/ diploma, 3=bachelors degree, 4=Masters/PhD. For work experience, 1=clerical through to 4=GM/Director

Competencies	Details	Level
<i>Educational qualifications</i>	Post-secondary school qualification (Technical)	2
<i>Work experience</i>	Proven technical knowledge in a manufacturing environment	2
<i>Role specific sustainability expertise</i>	Passion for and understanding of a sustainable future for New Zealand and the steel sector.	2
<i>Specific information systems knowledge</i>	Competent user of Microsoft office suite.	3
<i>Organisation skills</i>	Skilled planned and organiser.	3
<i>Web / writing skills</i>	Competent writer and understanding of how to build a web based tool	2
<i>Influencing abilities</i>	Communication and presentation skills required.	2
<i>Problem solving/ analytical abilities</i>	Needs proven ability to be able to solve problems quickly.	2
<i>Decision making</i>	Sound decision making ability. Will be required to make crucial business decisions.	2
<i>Team member</i>	Needs to influence across functional teams	2
<i>Self motivation</i>	Results oriented.	3
<i>Customer service</i>	Excellent customer service skills and ethic essential.	2
<i>Business Development Skills</i>	Needs to have a grasp of good business development techniques.	2
<i>Health and Safety</i>	Must be H & S conscious with a business of this nature.	2