

POSITION DESCRIPTION

POSITION:	Project Technical Support – Flexible Folding (Christchurch, Maces Rd)
POSITION REPORTS TO:	Project or Senior Design Engineer
REPORTING POSITIONS:	None

POSITION OBJECTIVE

This is a 10 week contract position funded through a Callaghan Innovation R&D Student Grant. The purpose of these grants is to provide support for New Zealand undergraduate and postgraduate students to gain and develop their technical skills in a commercial R&D environment while bringing capability into New Zealand businesses.

This role will support the on-going development of a flexible folder that can be integrated into our manufacturing lines. The position is ideally suited to a tertiary student majoring in mechanical engineering or a related field.

KEY AREAS OF RESPONSIBILITY

1. Duties

- Review the literature for flexible folding equipment and define the product specifications.
- Contribute to the design improvements of our Flexible Folder.
- Conduct a relevant testing regime using our existing folder with the aim of reducing complexity and cost whilst meeting performance specifications typical of those required in an appliance manufacturing line.
- Develop a cost model(s) for a different design/performance option(s).

2. Reporting & Documentation

- You will write progress reports as required by your manager and scope potential improvements.
- You will contribute to project management reports.
- You will write an end of project report and report the outcomes to our design engineers and contribute to the preparation of material for our sales team

3. Relationships

- This role requires effective engagement with a team of engineers.

4. Travel

- You may be required to work on-site e.g. our reference site (farm) in Geraldine. Scott Technology NZ Ltd will cover all associated costs.

5. General

- Compliance with Scott Technology NZ Ltd practices and policies, including Health & Safety procedures on the farm.
- Compliance with all Health and Safety procedures to meet both legislative and WorkSafe NZ/ OSH standards as communicated by the company and consistent with the companies Health & Safety Management system.

KEY BEHAVIOURS

1. Customer Focus (Internal and External)

Will include but not be limited to:

- Installing, and maintaining an effective communication process throughout all technical areas of projects.
- Effective and timely Interdepartmental communication as and when required.
- Focusing on exceeding customer expectations.

2. Analysis and Problem Solving

Will include but not be limited to:

- Ensuring detailed review and accurate analysis is carried out where required.
- Active problem-solving and come up with timely practical solutions.

3. Initiative

Will include but not be limited to:

- Taking prompt action to reach objectives; taking action to achieve goals beyond what is required.
- Being proactive.
- Continually looking at systems and processes to further reduce costs and constraints.

4. Innovation

Will include but not be limited to:

- Generating innovative solutions; investigating different and new ways to deal with problems and opportunities.

5. Respond to Direction, Be Flexible and Take Responsibility

Will include but not be limited to:

- Receiving instructions and direction positively and professionally.
- Accepting responsibility and following through on all tasks.

6. Team Player

Will include but not be limited to:

- Supporting and respecting colleagues and maintaining confidentiality and trust.
- Fostering an effective working relationship with all departments, contractors, suppliers and management.
- Actively participating as a member of a team to support the team towards meeting goals.
- Maintaining consistency and professionalism when dealing with all staff.

TECHNICAL REQUIREMENTS

- Competent in Mechanical design.
- Experience with Solidworks.
- Competent with Spreadsheets and their use for data analysis and cost modelling.
- A good understanding of industrial machinery.

QUALIFICATIONS

- You must be in your second to last or final year of an undergraduate or honours degree, a postgraduate diploma or certificate, or co-joint undergraduate degrees.
- You must be studying science, technology, or engineering, at a New Zealand University or Polytechnic, ideally focusing on mechanical engineering.

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ADDITIONAL INFORMATION

POSITION DETAILS

1. Due to funding constraints, this is a 10 week fixed term position.
2. You must complete an induction at Scott Technology Maces Road prior to commencing the position.
3. You will be assigned a mentor; this may be someone other than your line manager. You will also receive support from other staff at Scott Technology for design, build and maintenance.
4. Hours of work- 8am to 4pm.

THE GRANT

1. Pays for 400 hours work experience during the summer break.
2. The pay rate is \$16 per hour.
3. Your application must be approved by Callaghan Innovation before an appointment can be made.
4. The last date you can start is 19 January 2015 and you must finish by 1 April 2015.
5. As this position is a Callaghan Innovation R & D Experience Grant position, financial support is received from the government based on the following eligibility criteria:
 - You are in your penultimate or final year of an undergraduate or honours degree, a postgraduate diploma or certificate, or co-joint undergraduate degrees.
 - You must be studying science, technology, engineering, design or business at a New Zealand University or Polytechnic.
 - You are not eligible if you have graduated and are already working in the industry using your degree skills but wish to resign.
 - You are eligible if it is within the timeframe for each grant and you are employed in an unrelated position such as temporary employment in a café to make ends meet while you are looking for professionally related work; you may also be a position that is related to your area of study but which is only temporary or part-time or at a tertiary organisation (i.e. a university or a polytechnic).
 - You can't have worked for the business before but you can be employed at a 'different' business to where you previously worked with funding made available through a Callaghan Innovation Undergraduate R&D Student Grant.
 - If you are not a New Zealand citizen or resident you must have current immigration status.
 - Your qualification can be an undergraduate or honours degree, or a postgraduate diploma or postgraduate certificate, or con-joint undergraduate degree. You must work in a field relevant to your study.