

POSITION DESCRIPTION

POSITION DETAILS	
Position Title	Innovation Centre Visual Merchandiser
Reports to (Position Title)	Innovation Centre Manager
Department / Division	Store Development / Retail Operations
Nature & Number of Direct Report	Nil
Nature & Number of Indirect Reports	Nil
Date	September 2017
EY data role map	AP300/AP320

PURPOSE STATEMENT
<p>Working closely with the IC Manager, this role is primarily responsible for the practical development and documentation of visual range guides, display prototypes and other merchandising initiatives to be carried out within the Innovation Centre or in store.</p> <p>This role also works closely with the Store Implementation Team in regard to the development of material and resources for training the stores in Visual Merchandising standards and practices.</p>

KEY ACCOUNTABILITIES OF POSITION		
Accountability Description	Measure	Weighting
1: Visual Merchandising & FFEs development	<ul style="list-style-type: none"> Develop Visual Guides in support of the Merchandising initiatives. These relate mainly to new or refreshed product ranges as well as Seasonal programmes. Contribute and prototype the development of new signage or in-store communication material. Contribute and prototype the development of new FFEs. 	60%
Performance Standard:		
2: Engagement & Collaboration	<ul style="list-style-type: none"> Engage and Collaborate positively with all stakeholders that will use or will require the services of the Innovation Centre. Participates in cross functional stakeholder meetings where and when appropriate to ensure all requests, agreed actions and visual merchandising requirements are practical, achievable and affordable for the business and the Members. Influence and advice with key stakeholders in regard to all activities being carried out in the Innovation Centre taking into account priorities and complexity. Also ensuring consistency and relevance of proposed solutions with store operating guidelines and possible constraints. 	30%
Performance Standard:		

3: Learning & Development	<ul style="list-style-type: none"> Document all operational Visual Merchandising practices and guidelines that support the agreed Visual Merchandising Standards. 	10%
Performance Standard:	<i>All rules, guidelines and procedure in place, well communicated and strictly enforced. A very visible leader encouraging and recognising positive behaviour by individuals/departments that consistently support of the IC practices.</i>	
4: Compliance / Health & Safety	<p>Understand and adhere to all compliance requirements, internal & external, that govern the company's activities, including:</p> <ul style="list-style-type: none"> Comply with all legal requirements that impact upon your role Comply with all Health & Safety guidelines and procedures. Comply with Mitre 10 (NZ) Ltd policies and procedures Work in a safe manner and follow all safety procedures Report hazards, incidents and work-related injuries / accidents promptly in accordance with company Health & Safety policy Participate in the Health and Safety Hazard awareness process 	
Performance Standards	<i>Compliance and no avoidable incidents. Honesty and fairness in all activities. Proactive in implementing suggestions and ideas.</i>	
5: General	<ul style="list-style-type: none"> Be a role model for the company's values: Customer Driven; Honest and Fair; One Team; Down to Earth; Strive for Excellence; Keep our People and Customers Safe Pursue opportunities for personal development and improvement. Undertake any other duties or responsibilities your Manager feels are appropriate given your role and skills. 	

POSITION HOLDER SPECIFICATIONS	
Qualifications required	<ul style="list-style-type: none"> 5+ years of experience in Store operations & Visual Merchandising Experience in warehouse environment Health & Safety practices Experience in Inwards/Outwards goods processes and control
Other specific Technical skills required (e.g. advanced excel)	<ul style="list-style-type: none"> Extensive knowledge of store fixtures and componentry Good working knowledge of MS Office
Competencies required:	<ul style="list-style-type: none"> Highly engaging and collaborative in nature Exceptional communications skill - written, face to face and on telephone. Practical and resourceful Highly focused on Health & Safety Practices
Physical Requirements	<ul style="list-style-type: none">

FINANCIAL & PROJECT DIMENSIONS	
Total Revenue accountability	<ul style="list-style-type: none"> N/A
Annual Operational Expense Budget	<ul style="list-style-type: none"> N/A
Annual CAPEX Budget	<ul style="list-style-type: none"> N/A

Expenditure authority maximum	▪ N/A
Project Spend (if applicable)	▪ N/A
Project Impact (e.g. whole organisation, business unit)	▪ N/A
Delegated Authority levels (if applicable)	▪ N/A

WORKING RELATIONSHIPS	
Frequent People Contact	Nature of Contact and Why
<ul style="list-style-type: none"> Category Managers / Merchandise Managers Visual Merchandising team Store & Retail Design Team Merchandise Execution team Transport / Couriers 	<ul style="list-style-type: none"> ➤ Range Reviews, Visual Guides, Seasonal programmes, presentation innovation ➤ Visual guide development, In-bay Communications ➤ Space utilisation, landing pad plans, Showrooms ➤ FFEs, Training programmes, Standards, ➤ Product Samples, FFEs, Merchandising Stock

CHALLENGES AND COMPLEXITIES IMPACTING THE OPERATION OF THIS ROLE	
External Environment (economic climate, competitor activity, ownership):	▪ N/A
Other challenges or complexities that may impact on the ability to deliver outcomes	<ul style="list-style-type: none"> ▪ Access control to IC ▪ Asset control and security
Work Environment	▪

ORGANISATIONAL STRUCTURE

