

POSITION DESCRIPTION

POSITION DETAILS	
Position Title	TM1 Specialist
Reports to (Position Title)	TM1 Solutions Manager
Department / Division	Finance
Nature & Number of Direct Report	N/A
Nature & Number of Indirect Reports	N/A
Date & Rev	Aug 2020

POSITION STATEMENT

The Finance Team of Mitre 10 (New Zealand) Limited utilise IBM Planning Analytics TM1 (PA TM1) as the core Financial Planning and Reporting system and have undertaken projects to transform and enhance financial forecasting and reporting processes across the business.

Reporting to the TM1 Solutions Manager this role will be primarily focused on developing and maintaining financial models in PA TM1 across the Support Centre and Membership. Success of this role will be determined by both final solutions being a viable product that is used successfully with the prescribed business processes and procedures and that the solutions are maintained and enhanced going forward as business requirements dictate. You will ensure the role is carried out proactively in accordance with Mitre 10's Values and Objectives.

The role covers all activities outlined in this Position Description for Mitre 10 (New Zealand) Limited and its subsidiaries.

KEY ACCOUNTABILITIES OF POSITION		
Accountability Description	Measure	Weighting
1: IBM Planning Analytics TM1 budgeting and forecasting systems implementation.	<ul style="list-style-type: none"> Work with the team lead to analyse business requirements and translate into an efficient technical PA TM1 solution. Document PA TM1 solutions. Follow and enhance PA TM1 development best practices and the company's architectural guides. Develop PA TM1 models and support project teams through all stages in the project life cycle. 	20%
Performance Standard	At Standard: <i>Solutions are fully functional and integrated into the business.</i>	

2: Support, Training and Documentation	<ul style="list-style-type: none"> • Support and train end users and junior team members. • Assist PA TM1 model owners with revision of system documentation and training materials as needed. • Act as an advisor for PA TM1 to ensure the benefits are realised across the organization; promote PA TM1 usage to relevant departments. • Assist with End User queries. • Troubleshoot PA TM1 incidents and escalate to the team lead as necessary. • Administer the M10 IBM Planning Analytics cloud environment and raise and monitor IBM support cases. 	20%
Performance Standard	At Standard: <i>Users are provided enough support to fully utilise their applications.</i>	
3. PA TM1 Model development and enhancement	<ul style="list-style-type: none"> • Develop PA TM1 cubes and dimensions. • Develop efficient TM1 TI processes and rules which follow scoped and documented business logic. • Implement and administer PA TM1 model security. • Implement and administer PA Workspace security. • Develop PA Command Centre Tasks to effectively manage TM1 Solutions. 	25%
Performance Standard	At Standard: <i>Solutions are fully functional and meet business requirement.</i>	
4: Planning Analytics Workspace Workbooks and Planning Analytics for MS Excel Worksheets	<ul style="list-style-type: none"> • Build and deliver successful technical solutions using PA Workspace and PA for MS Excel. • Design and development of functional workbooks and worksheets for end users. • Follow reporting guidelines to facilitate standardisation of internal reports throughout Mitre10 • Design and build administration books to allow PA TM1 model owners to perform administrative tasks. 	25%
Performance Standard	At Standard: <i>Reports are reliable, accurate, meet business requirements and compliant to the company reporting and brand standards.</i>	
5: Relationship Management and Teamwork	<ul style="list-style-type: none"> • Represent the Finance department by maintaining effective professional relationships with internal and external stakeholders which enhance the integrity and credibility of the Departments financial reporting • Contributes to developing the culture and values of the department in line with plans, demonstrating and encouraging our desired behaviours. • Open to working with others to achieve results, sensitive to the impact of behaviour on others. • Support and contribute to training junior team members. 	10%

Performance Standard	<p>At Standard: Team, business group and organisation goals are met.</p> <p>Team is engaged and individual development plans are in place.</p>
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5: Compliance, & Health & Safety	<ul style="list-style-type: none"> Understand and adhere to all compliance requirements, internal & external, that govern the company's activities, including: 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	<p>Below Standard: Non-compliance with any Health & Safety policies or procedures. Unethical or illegal activity.</p> <p>At Standard: Compliance and no avoidable incidents. Honesty and fairness in all activities.</p> <p>Above Standard: Proactive in implementing suggestions and ideas.</p>
6: 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 Pursue opportunities for personal development and improvement. Undertake any other duties or responsibilities your Manager feels are appropriate given your role and skills.

FINANCIAL & PROJECT DIMENSIONS	
Total Revenue accountability	N/A
Annual Operational Expense Budget	N/A
Annual Capex Budget	N/A
Expenditure authority maximum	None
Project Spend (if applicable)	N/A
Project Impact (e.g. whole organisation, business unit)	Business Unit
Delegated Authority levels (if applicable)	As per Company DFA

WORKING RELATIONSHIPS	
Frequent People Contact	Nature of Contact and Why
TBA Title TM1 Solutions Manager	Line Manager for key updates and communication
Junior TM1 Specialist	Collaboration, Guidance, Mentoring
Business Planning & Reporting Manager	Collaboration, Compliance and Planning

Group Commercial Finance Manager	Collaboration, Compliance and Planning
Compliance and Tax Team	Collaboration, Compliance and Planning
Business Unit Managers	Collaboration, Compliance and Planning
External Suppliers	Collaboration, Compliance and Planning

CHALLENGES AND COMPLEXITIES IMPACTING THE OPERATION OF THIS ROLE	
External Environment (economic climate, competitor activity, ownership):	Internal Environment (workload pressure, deadlines)
Other challenges or complexities that may impact on the ability to deliver outcomes	Working with remote business partners, autonomously (trust)

POSITION HOLDER SPECIFICATIONS	
Qualifications required	Tertiary Qualified (Bachelor of Information Technology/Science/Accounting Degree or similar).
Total years of experience required	TM1 Development experience - ~ five years.
Other specific Technical skills required	<ul style="list-style-type: none"> IBM Planning Analytics TM1 development experience. <ul style="list-style-type: none"> Developing complex TM1 Rules. Developing complex TM1 TI scrips. Designing TM1 cube structures. Implementing tm1 cell security / PA Workspace security. Developing Active Forms / Dynamic Reports. Developing PA Workspace views. Writing VBA / SQL / MDX IBM TM1 Consulting experience. An in-depth understanding of financial reporting.
Competencies required:	<ul style="list-style-type: none"> Strong people skills and the ability to communicate with staff of all levels within a large organization. The ability to work under pressure to meet deadlines, set priorities and meet the requirements of management Excellent written and oral communication skills, including building and maintaining strong working relationships with internal and external stakeholders. Self-motivated and a team player. Highly analytical with desire to drive change and continually improve. Highly developed organisation and time management skills. A flexible 'hands on' approach and a quick learner. Maintaining absolute confidentiality is essential. Willingness to mentor and train team members.

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