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| **POSITION DETAILS** |
| Position Title |  |
| Reports to (Position Title) | *(Position not person’s name)* |
| Department / Division  |  |
| Nature & Number of Direct Report |  |
| Date |  |
| EY data role map |  |

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| **PURPOSE STATEMENT**  |

2-3 sentences of the overall purpose of the role

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| **KEY ACCOUNTABILITIES OF POSITION** |
| **Accountability Description** | **Measure**  | **Weighting** |
| ***1:***  | *
 | *x%* |
| ***Performance Standard:***  |  |
| ***2.***  |  | *x%* |
| ***Performance Standard:*** |  |
| ***3: Communication*** |  | *x%* |
| ***Performance Standard:***  |  |
| ***4.***  |  | *x%* |
| ***Performance Standard:*** |  |
| ***5: Compliance, & Health & Safety*** | 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*** | *Compliance and no avoidable incidents. Honesty and fairness in all activities. Proactive in implementing suggestions and ideas.*  |
| ***6: General*** | * Be a role model for the company’s values: Customer Obsessed; Honest & Fair; One Team; 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
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| **POSITION HOLDER SPECIFICATIONS** |
| Qualifications required |  |
| Total years of experience required |  |
| Other specific Technical skills required (e.g. advanced excel) |  |
| Competencies required: |  |
| Physical Requirements |  |

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| **WORKING RELATIONSHIPS** |
| Frequent People Contact | Nature of Contact and Why |
| Merchandise Managers |  |
| Marketing Services |  |
| Category team |  |
| Operations team |  |
| Advertising Agency |  |
| Store Team members |  |

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| **CHALLENGES AND COMPLEXITIES IMPACTING THE OPERATION OF THIS ROLE** |
| External Environment (economic climate, competitor activity, ownership): |  |
| Other challenges or complexities that may impact on the ability to deliver outcomes |  |
| Work Environment |  |

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| **ORGANISATIONAL STRUCTURE**  |

*Simple image, can create in Word or Paint.*