

Whakaaturanga Mahi – Job description

Job details	
Job title:	Business Improvement Specialist, Warehouse and Logistics
Reports to:	National Manager, Warehouse and Logistics
Direct reports:	Nil
Role:	1.0 FTE
Key relationships:	
<i>Internal:</i>	Executive Leadership Team Branch Managers and Warehouse staff Subcontractor Liaison team Procurement team Business Improvement Manager, Operations Business and Data Analysts Service delivery teams
<i>External:</i>	Suppliers and manufacturers of equipment Subcontractors
Location:	Hamilton

Ko wai mātou – Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (DSS) | Ministry of Social Development (**MSD**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou – What matters to us most

At Enable New Zealand (**Enable**), we care about making a difference to disabled people and working together as a team.

He aha te mahi – Role purpose

This role will be responsible for identifying, analysing and implementing areas of improvement within the Warehouse and Logistics team.



Ngā mahi haepapa – Role responsibilities

Key objectives	Responsibilities
Business Improvement / Service Optimisation	<ul style="list-style-type: none"> Act as the owner of Warehouse and Logistics continuous improvement plans. Responsible for successful implementation of agreed projects/initiatives, specifically: <ul style="list-style-type: none"> Warehouse and Logistics-related Project 2026 initiatives. Subcontractor Improvement Plan. Freight Improvement Plan. Analyse processes to identify areas of improvement. Act as a Data Steward for Warehouse and Logistics teams.
Warehouse and Logistics Initiatives	<ul style="list-style-type: none"> Confirm contracted KPIs and internal targets focused on cost, service, productivity and revenue. Review the current approach to the measurement and reporting of KPIs. Establish baseline and target information and monitor progress. Development and prioritise improvement initiatives and/or projects by Warehouse (location) and key functions.
Subcontractor Improvement Plan	<ul style="list-style-type: none"> Identify changes to current (or new) Standard Operating Procedures and processes required to implement the new organisational model. Confirm and develop, where necessary, metrics to capture, measure and report on key cost drivers, benchmarks and service outcomes. Develop and prioritise improvement initiatives and projects.
Freight Improvement Plan	<ul style="list-style-type: none"> Confirm and develop, where necessary, metrics to capture, measure and report on key cost drivers, benchmarks and service outcomes. Develop and prioritise improvement initiatives and projects.
Health, Safety, and Wellbeing <i>Applies HSW knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation</i>	<ul style="list-style-type: none"> Is familiar with all policies and procedures as they affect the work environment. Ensure that safe working procedures are practised, and no person is endangered through action or inaction. Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.

Key objectives	Responsibilities
Te Tiriti o Waitangi – Treaty of Waitangi and Equity	<ul style="list-style-type: none"> Apply knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.

Ngā āheitanga matua – Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

Essential

- A degree-level qualification, or 3 – 5 years equivalent experience in a similar role or related industry.
- Experience in managing projects, including planning, execution and monitoring.

Desirable

- Familiarity with various business processes and methodologies, such as Six Sigma, Lean and Agile is beneficial.
- Proficient in using data analysis tools and techniques to identify trends and patterns.

Skills and Attributes

- Excellent written and verbal communication skills.
- Strong analytical and problem-solving skills, including the ability to resolve complex problems.
- Ability to work effectively with cross-functional teams and stakeholders.
- Ability to lead and motivate teams.
- Ability to manage multiple projects and tasks simultaneously.

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the appropriate people leader.