

SCHEDULE 2 – JOB DESCRIPTION

Management Trainee

Role – Purpose and Scope

The role is a Management Trainee within the Corporate team in Medtech Global. The role is based in New Zealand and will report to the Chief Executive Officer.

Salary Range

This position is full time (nominally 40 hours per week) and the salary offered will commensurate with experience.

Key Result Areas

Key Result Areas or KRAs are the main functional tasks of the role on which your performance will be measured.

- Acquire proficiency in the suite of Medtech products and be able to conduct demonstrations of the products to customers.
- Work with CEO and key executives to develop and implement strategic projects.
- Work in different departments to gain perspective, including marketing, sales, customer services and implementations
- Carry out independent specific projects and research and present findings.
- Identify, investigate and analyse business processes, procedures and practices
- Evaluate inefficiencies and recommend optimal business practices, and system functionality and behaviour
- Apply project management methodologies, principles and techniques to develop project plans and to cost, resource and manage projects
- Use data analytics and process modelling techniques to create clear system specifications for the design and development of systems
- Adhere to all process and procedures in accordance with ISMS and ISO guidelines.

Projects or other duties

Objective – To carry out other duties which may reasonably be required by the Reporting Manager from time to time in the course of Medtech’s business and which fit the role’s purpose as stated and for which the position holder is qualified or has received adequate training or instruction.

Health and safety

Objective: To ensure a safe and healthy working and learning environment is maintained at all times.

Key Responsibilities	Outcome	Performance Measure
Observe all Medtech Group’s health and safety policies and procedures	Familiar with Medtech Group’s health and safety policies and procedures	100% compliance to the health and safety policies and procedures
Ensure Support Consultants are fully briefed on Occupational Health and Safety Legislation and	Support Consultants are informed and routinely updated on OSH safety requirements as per Company policy	Health and safety records are up to date

Regulations as per Company Policy and Procedures manual.		
Take full responsibility for one's own health and safety Ensure no action or inaction on one's own part harms others in the workplace Report hazards or accidents using the appropriate health and safety registers	Act responsibly and follow Medtech Group's health and safety policies and procedures Understand hazard identification and accident reporting protocols	Accidents and hazards are recorded in the relevant registers (follow up where necessary)

Person Specification

Part of what makes Medtech as successful as it is, are the highly-motivated people who work here. An inspiration to your colleagues, you are a motivate individual to getting things done, you always place Medtech's customers at the centre of everything you do.

Technical or Professional Knowledge and Experience

- Have graduated from a recognised University with Second Class Upper and/or above (Health related and IT degrees will have an advantage).
- Have a desire to be in the healthcare industry or have worked in it previously.
- Have a high level of energy and ambition.
- Be computer literate.
- Be interested in multiple disciplines such as sales, customer care and operations.

Skills and Abilities

These are the abilities, attributes and personal characteristics that the staff member will need to consistently display in order to achieve their Key Result Areas (KRAs) [that is, to do the job effectively]. These behaviours describe how someone does the job, whilst KRAs describe what is to be done.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Management of Financial Resources — Determining how money will be spent to achieve business goals, and accounting for those expenditures.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, and the organization to make improvements or take corrective action.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Persuasion — Persuading others to change their minds or behaviour.

Service Orientation — Actively looking for ways to help people.