



UsedFULLY circulates textile resources, develops science-based solutions to reduce waste and emissions and measures the impacts.

### Position Description

**This is an opportunity to join a clean-tech start-up at it's early stage of growth. While initially a part-time role, this has the potential to become one of the key driving roles within UsedFULLY.**

**Position:** Technical Product Manager – (part time: 8-10 hrs per week; Feb-Sept 2023)

**Location:** Bay of Plenty, Waikato, or Wellington preferred; other locations will be considered.

**Reports to:** Circular Economy Solutions Lead

**Purpose:** Initially this is a part time role to undertake research and support project delivery relating to the conversion of unwanted textiles into industrial products. This role will work closely with Scion, WSP and Waka Kotahi on project deliverables. Outputs will be delivered in a range of written and oral forms, including internal notes and reports and may include external facing webinars, conference presentations and workshops, and reports. This position has the potential to grow into the Technical Product Manager Lead role for UsedFULLY.

### Key Responsibility Areas

#### Technical

- Key fields of research include, but are not limited to, bituminous road surfacing and the behaviour of unbound granular pavement materials.
- Actively contributes to the UsedFULLY team to discover innovations to decarbonise the textile, roading and infrastructure industries.
- Designing experimental procedures, perform experimental work, analyse and evaluate the results.
- Application of strong initiative is required in problem solving.
- Ability to work with minimal to no supervision on a range of complex tasks.



### Project Management

- Managing low complexity projects understanding resource allocation and budgeting
- Ability to scope and plan projects and recognise possible changes to scope
- Positively manage internal and external relationships to achieve specific outcomes.
- Effectively uses industry/technical knowledge to support problem solving.

### Health, Safety and Wellbeing

- Understand and comply with all role specific Safety, Health, Environment and Quality (SHEQ) obligations as provider by your manager. For example:
  - Comply with all reasonable instructions relating to SHEQ (e.g. use PPE as required) and maintain 'Duty of Care' to not place self, others or the environment at risk of harm
  - All SHEQ observations, near misses, issues & incidents promptly reported
  - HSE incidents responded to, ensuring the well-being of all people and the environment
  - HSE observations promptly responded to where required
- When attending project sites, check that the project has an approved safety plan and that health and safety issues are managed through the project plan (where applicable to the role).
- All aspects of the site and work will be completed and consistent with the agreed Project Safety Plan (where applicable to the role).
- Identify appropriate training requirements for your role and participate in appropriate training.
- Ensure that hazards arising from, or associated with project or activities undertaken are identified, reported and managed including self-management where appropriate.
- Read and adhere to all relevant policies and procedures for Health and Safety including the H&S Policy, H&S Manual, and Local Procedures Manual.
- Ensure Emergency procedures are understood and followed.
- Contribute on an on-going basis toward maintaining a safe working environment both for yourself and for those working with you or in your close vicinity.

### Self-Development

- Take the lead to establish personal career experiences, development and performance goals through regular and relevant Thrive conversations.
- Keep up-to-date with developments in your professional area.
- Make use of expert collaboration opportunities such as PANS to develop and maintain a network of technical/professional support and excellence.
- Achieve and/or maintain professional registrations/licences relevant to your role.
- Update the Capabilities Database for sharing capabilities and qualifications within the business.
- Prepares for and manages self and others through change; copes with ambiguity and change.
- Regularly reflect on the contribution you make to your team culture to embrace diversity, strive for excellence and demonstrate our Guiding Principles.

### Position Dimensions

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| 1 Direct Reports                               | <ul style="list-style-type: none"><li>• Nil</li></ul>  |
| 2 Functional Relationships:<br><i>Internal</i> | <ul style="list-style-type: none"><li>• UsedFULLY staff and contractors</li><li>• Company management and other WSP employees</li></ul> |



3 Functional Relationships:  
*External*

4 Financial Delegation

5 Travel Required

- External research providers
- Contractors
- Other consultants
- Nil
- As and when required

### Person Specification

1 Qualifications and Experience

2 Skills and Behaviours

- A graduate qualification or comparable experience in a physical or materials science or mechanical or process engineering (or similar).
- Recent experience or studies in sustainability, circular economy or product stewardship is desirable.
- Current, clean Driver Licence
- Ideally 5 years' professional experience in an engineering or research laboratory or materials science related discipline.
- Familiarity with New Zealand roading specifications and standards is ideal but not essential.
- Able to work effectively and competently with people at all levels; within and external to the organisation.
- Good analytical skills and attention to detail.
- Computer literate; proficient in Windows, MS Word/Excel and other Microsoft Office applications.
- Alignment with UsedFULLY values and guiding principles.
- Strong organisational ability to optimise and prioritise conflicting demands in a busy environment, to achieve deadlines and see responsibilities through to completion.
- Commercial and a level of maturity needed to understand business needs and drivers.
- Resilient, comfortable with change and ambiguity.
- Ability to work collaboratively and demonstrated capability to perform effectively as part of a team across a matrix type structure.
- Results orientated, with a reputation for, and demonstrated achievement of, key strategic priorities.
- Active commitment to continuous personal improvement.
- A team player and considers the views of others.
- Ensures that confidentiality is respected and maintained at all times.
- High levels of motivation and energy.
- Consistently demonstrates trustworthiness, integrity, professionalism and honesty.
- High emotional intelligence and self-awareness of strengths and potential areas for development.