

JOB DESCRIPTION

CADET

KENNINGTON

Reports to: General Manger.

Key Relationships: Niagara employees, HR and H&S teams.

Location: Kennington

VISION AND VALUES:

The Niagara team consist of our Sawmills, Remanufacturing Plant, Sales and Distribution teams along with our support services.

Our Group Values 'We Work as a Team, We Act with Integrity, We Strive for Excellence' reflect who we are and are integrated into everything we do.

PURPOSE OF POSITION:

The purpose of the Niagara Cadetship Programme is to provide a structured, hands-on development pathway for emerging talent, enabling cadets to gain broad operational experience across multiple departments within the sawmill. This role is designed to challenge and develop motivated individuals who are eager to learn, take initiative, and progressively build their skills, knowledge, and confidence. Through the programme, cadets will actively contribute to production, quality, safety, and continuous improvement while building professional relationships with key colleagues, mentors, and industry stakeholders. By the end of the Cadetship, cadets will have identified a clear career pathway and developed a personalised plan to transition into a long-term role within Niagara.

KEY PERFORMANCE AREAS:

DUTIES AND RESPONSIBILITIES

<i>Rotational learning and operational excellence</i>	<i>Actively engage in all aspects of work within each department to build a comprehensive understanding of Niagara's operations.</i> <i>Operate machinery, equipment, and processes safely and efficiently in line with SOPs, demonstrating increasing competence over each placement.</i> <i>Take initiative to seek out information, ask questions, and learn from team members to enhance knowledge and skills.</i> <i>Use downtime productively to deepen understanding of workflows, maintenance tasks, audits, or improvement initiatives.</i>
<i>Quality, compliance and safety</i>	<i>Complete all tasks in accordance with company safety, quality, and operational standards.</i> <i>Identify and report any mechanical, quality, or safety issues promptly to Team Leaders or Department Managers.</i> <i>Contribute actively to maintaining a clean, organised, and safe work environment.</i>

JOB DESCRIPTION

	<i>Participate in audits, SOP reviews, and business improvement initiatives, taking ownership of personal contributions.</i>
<i>Relationship building and collaboration</i>	<i>Build strong working relationships with colleagues across departments, supervisors, and key internal stakeholders.</i> <i>Develop professional relationships with external contacts such as suppliers, auditors, and other industry representatives as opportunities arise.</i> <i>Actively support team members, offering help and guidance where appropriate to optimise departmental productivity and teamwork.</i>
<i>Career development and initiative</i>	<i>Engage with managers and mentors to identify personal strengths, career interests, and development opportunities.</i> <i>Demonstrate initiative in seeking feedback and applying learnings to improve performance across placements.</i> <i>Participate fully in all training, projects, and team meetings, contributing ideas for process improvements.</i> <i>By the end of the Cadetship, select a career pathway and collaborate with HR and management to design a personalised training and development plan.</i>

QUALIFICATIONS AND EXPERIENCE:

This section sets out the previous experience, technical abilities, and professional qualifications required to perform the role.

ESSENTIAL	GOOD TO HAVE
<i>NCEA Level 2 (minimum).</i> <i>Restricted driver's licence and reliable transport.</i>	<i>Previous exposure to a manufacturing or trades environment.</i> <i>Experience in practical, hands-on work (e.g., farming, labouring, mechanical, or technical).</i> <i>Basic mechanical aptitude or problem-solving ability.</i>

KEY BEHAVIOURS:

- The cadet consistently works safely and encourages others to follow safe practices.*
- They support colleagues and contribute positively to the success of the team.*
- They are reliable and disciplined, showing up on time, completing tasks, and following through on commitments.*
- They take initiative, engage actively, and make suggestions for improvement while taking ownership of their own learning.*
- They are adaptable, willing to work across departments, and open to embracing change.*
- They demonstrate pride in their work, maintain high standards, pay attention to detail, and respect established processes.*

JOB DESCRIPTION



OTHER REQUIREMENTS:

All employees of Niagara Sawmilling Company Limited are obligated to report any accidents, incidents, near misses, or hazards promptly to the appropriate persons. They are also expected to understand and abide by our Company Rules & Policy and Code of Conduct and any other standard operating procedures, rules or instructions given to them by their manager or supervisor.

From time to time it may become necessary to consider making changes to this job description which will normally be initiated by the manager for the position. This may happen because of changes in nature or structure of our core business, the annual performance review, technological changes, procedural amendments or legislative / statutory requirements. Where any such change is envisaged you will be advised and consulted accordingly.

ACKNOWLEDGMENT & AGREEMENT:

EMPLOYEE	MANAGER
Signature:	Signature:
Date:	Date: