

HR ADMINISTRATOR
INFORMATION PACK

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ADINSTRUMENTS BACKGROUND

ADInstruments began when Michael Macknight was undertaking his Master's degree in Computer Science and needed a project. The idea for this project came from the Department of Physiology at the University of Otago, who were dissatisfied with the performance of their old paper chart recorders and smoke drums they were using at the time. Realising the potential of early Macintosh computers, they asked Michael to develop a computer-based system to replace their paper-based ones.

In 1985 Michael built the first MacLab – an analog to digital converter that connected to a Macintosh computer. He then developed the two main software packages, Chart (chart-recording software) and Scope (oscilloscope software), which provided software control of the recording unit as well as a range of display and analysis features.

In the early days, Michael began manufacturing MacLab systems for the New Zealand market only. In the late 1980s he met Boris Schlensky, an Australian with an interest in data acquisition and expertise in electronic engineering. Boris saw the potential of the MacLab system and agreed to cofound ADInstruments with Michael, to manufacture the products for the world market.

Boris's expertise in electronics and engineering, and his vision of what a data acquisition system could aspire to, was the perfect complement to Michael's programming skills. Boris, Michael and their teams, set out to develop the premier computer-based data acquisition system in the life science market. Since its inception, ADInstruments has seen the addition of a wide range of talented people, the production of new and improved hardware and specialist software, and expansion into exciting new markets. Though ADInstruments continues to grow, many of the original MacLabs are still in use in undergraduate life science labs in New Zealand and Australia, the UK and the USA. LabChart (previously called Chart) and Scope have also been continuously improved from those early days. There are plans to continue to add many new features and improvements in future years.

Michael's Master's project and Boris's vision started the dynamic company ADInstruments, which has rapidly expanded to thirteen company offices and over forty distributors offices worldwide.

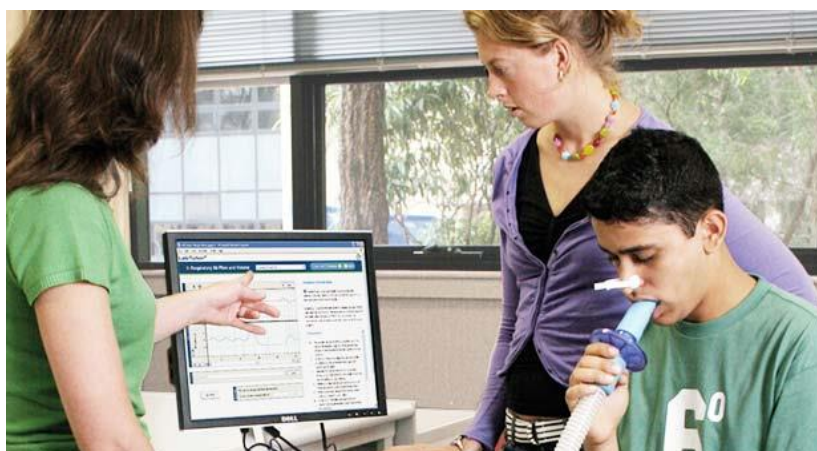


OUR PRODUCTS

POWERLAB

PowerLab®

The PowerLab is a smart peripheral device designed to perform the various functions needed for data acquisition, signal conditioning, and pre-processing. It contains its own microprocessor, memory, and specialised analog amplifiers for signal conditioning. All sampling, output, and communication functions are controlled by an internal microprocessor, which has access to internal dynamic RAM for data storage and buffering. The PowerLab uses USB to communicate with the computer.



LABCHART

LabChart®

LabChart software is used with a PowerLab and provides data integrity, display and analysis features. LabChart provides easy selection of hardware settings, powerful real-time analysis, procedure automation, seamless extraction of experimental data and clever display options, along with many more features. Data acquisition and analysis can be extended into a range of specialised areas using LabChart extensions and LabChart Modules.

The future direction of the software development will be improving and adding features to our core LabChart application. We will also be supporting new vertical markets with more specialised LabChart modules. The documentation group will be focusing on more integrated HTML help and greater application specific documentation. To help expand our international market we will continue to invest energy into translated versions of our software. We currently support Japanese, Chinese, Spanish, French, German and Portuguese.

LABTUTOR



LabTutor, our web-based teaching system, leads students step-by-step through life science learning. Since LabTutor's release in 2005, we have developed over 300 experiments and learning modules in ten languages, and we are continually expanding this. The LabTutor suite includes LabAuthor, LabTutor Online and LabTutor Server.

LabAuthor allows the user control over experiment content. They can easily edit existing experiments, or create their own experiments. LabTutor Online enables internet access to experiments so students and educators can work outside the classroom. LabTutor Server ties it all together and provides easy management of courses, classes and student information.

KURACLOUD



Since 2012, ADInstruments has been working on an innovative new software product called kuraCloud. This is a cloud based online learning platform, built using the very latest development tools and architecture.

This product is still in development. When complete, it will be compatible with PowerLab. Customers will be able to use ADInstruments created content, as well as create their own.

The company is currently in a very exciting phase of development, with kuraCloud playing a large part in this. It is very much a 'watch this space' case.

What is kuraCloud?

kuraCloud delivers interactive content that engages students and empowers educators.



Deliver Engaging Lessons

kuraCloud lessons are rich and truly interactive, making concepts easier to understand.



Showcase Your Lessons

Authors can easily create, edit and update lessons within kuraCloud, and showcase them on any device.



Focus on Education

With simple content authoring and course administration, you can get back to focusing on what you love most.



Massively Scalable

The kuraCloud platform is a flexible cloud solution, so you don't have to set up servers or employ maintenance staff.

RESEARCH AND DEVELOPMENT OFFICE

The Research and Development office is based in the Donald Reid building on Vogel Street, Dunedin, New Zealand. In Sydney, Australia our office focuses on production and sales. Our sales offices in the UK, USA, China, Japan, Chile, India, Pakistan, Malaysia and Brazil, are responsible for local sales and provide technical support.

The majority of ADInstruments R&D is done in the Dunedin office. We currently have over 65 staff based in Dunedin working on Windows and Macintosh software, documentation, application and education products, hardware, sales, finance, HR and marketing.

Our forty-strong Product group led by the Chief Technical Officer comprises of Software Engineers, Co-ordinators and Managers working on Windows and Macintosh software. Working closely with these teams are our Hardware and Tools and Web and QA teams. We also have two Deployment Engineers, two UX Design Engineers and a Security Engineer. To ensure the software that we release is of the highest quality we have four Software Testers who work within the various Product teams to put all the software through its paces before it can be released.

We also have our Education Content group of five Scientific Writers, a Co-ordinator and an Administrator. They produce our education material that customers use in their teaching labs, all of our user manuals and the on-line help system. They provide valuable feedback on the quality and ease of use of the software. An Implementation Manager, Nursing Product Specialist, Medical Product Specialist and Multimedia Designer are also part of this team. Their role is to collaborate with other educational institutes to ensure mutual business success, as well as develop business opportunities and explore markets.

Our Marketing team includes a Chief Marketing Officer, Scientific Writer, Business Analyst, Brand Manager, International Brand Manager, and two Digital Designers. They produce marketing material to be used on various international campaigns, products, social media channels and our customer website.

In addition, we have a Scientific Sales Specialist to look after our New Zealand customers, a Business Development Manager, an IT/Technical Support team, an HR team, and a Finance team.



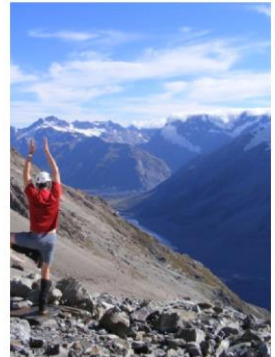
WHAT DO ADINSTRUMENTS STAFF THINK ABOUT WORKING HERE?

Comments taken from the 2014, 2013, 2012, 2011, 2010 and 2009 Employee Survey question:

The one thing, more than anything else, that makes this organisation a great place to work is:

- A great group of people who are always willing to share their knowledge and expertise with you.
- Lots of very clever people who enjoy their work and like helping each other.
- We make a useful suite of applications that are used around the world. Projects are interesting and practical.
- The work we do is exciting and stimulating and is a valuable contribution to the international society. I truly look forward to coming to work.
- The complex and challenging nature of the work.
- The high level of interaction and communication between different teams of people.
- Being part of an effective and rewarding team that is working on interesting and challenging projects which will hopefully make the company more successful.
- We don't just want to be good enough, we want to be the very best in our market.
- The people. Very satisfying to work with a group of highly intelligent and compatible people. All credit to HR for not compromising on choosing compatible people for the workplace.
- The collective desire to produce effective tools for Science research and education.
- I like the design of the offices so people are able to collaborate. It makes the office friendly and the work of higher quality because you can bounce ideas off other people.
- Right from when I first started working here the organisation has always made me feel really valued as an employee.
- The people that work here, their positive outlook on the company and life and their general attitude and respect for each other.
- Knowing that what we produce is the best in the world.
- The sense of a common purpose in creating and perfecting quality products and serving the market we sell to.
- Flexible work hours and core work hours for meetings.
- It has a very welcoming atmosphere, everyone is friendly and kind.
- An outstanding characteristic of ADI is the obvious consideration for staff wellbeing.
- What we do. We provide a service which is valuable to society as a whole.
- Friendly, capable co-workers who are open to helping others with discussion or demonstration.
- The culture of the company is outstanding. You feel really valued working here.
- Knowing that the products we make are making a real difference and that we are inspired to believe in what we make.

WHO ARE WE?



NEWS AND AWARDS

IBM/Kenexa/JRA Best Small Workplace Finalist for the last 6 years (2009-2014)



Otago Daily Times

Published on *Otago Daily Times Online News* (<http://www.odt.co.nz>)

Communication key for complex global business

By *Sally Rae*
Created 20/11/14

ShareThis

With 220 staff spread across 11 locations around the world, communication is key at ADInstruments.

The Dunedin-based company was established 28 years ago this week by chief executive Michael Macknight, who was completing his master's degree and needed a project.

Initially based in a bedroom at his parents' home and now housed in the spectacularly-renovated Donald Reid warehouse between Vogel and Cumberland Sts, it has developed into a world-leading provider of computer-based data acquisition and analysis systems for the life science industry.

The company has offices in New Zealand, Australia, China, India, Pakistan, North America, South America, the UK/Europe and the Middle East.

It recently won the international trader category in the Westpac-Otago Chamber of Commerce Obiz awards.

Operating a global business did come with some difficulties, particularly when dealing with different languages, time zones and cultures, chief human resources officer Kelly Macknight said.

Then there were the different roles in the various offices, with research and development, marketing, instructional design and most of the senior executives based in Dunedin, and manufacturing in Australia. The remaining offices were sales.

So while it could get a little complicated, communication was the key and technology allowed the management team to keep in close contact with their global team, Mrs Macknight said.

The likes of Skype and chat service Chatter were used, while the senior management team spent time in offices around the world.

A chief executive's blog was sent out weekly, with updates on what was happening in the company, developments in training and support and biographies of staff around the world. An annual survey was done to "make sure we're getting things right", she said.

Every two or three years, a conference was held to bring staff together.

Organised by Mrs Macknight, they had been held in the likes of Queenstown, Germany, Las Vegas and Hong Kong.

ADInstruments has been inducted into the Kenexa Best Workplaces Awards five-year league, which recognises organisations that consistently rank as New Zealand's best workplaces for at least five years. It has also won a best employer award in North America.

The best thing about the best workplace awards was they were based on what the company's staff had said and how they ranked it, Mrs Macknight said.

When it came to staff recruitment, the company had "really high standards". Its mantra was that you "don't just hire the best of the bunch"; you hire someone who is going to fit in with the company and its culture.

"It's something we really spend a lot of time trying to drum into managers," she said.

It was not fair to the rest of the staff if someone was hired that did not have the right skills or personality.

ADInstruments had attracted some "very top-tier" high-quality senior staff and people like that did not work for a company of its size if they "don't see what it's all about", she said.

It had quite a stable base of staff and did not have a particularly high turnover. Trying to "develop a pipeline" when it came to recruitment was good for Dunedin as a whole and all the other tech businesses, as it meant a wider pool of people coming through.

ADInstruments attended careers fairs in schools to encourage students to move into sciences and computer science, showing what types of jobs could follow. The company was at a very interesting point, with lots of exciting things about to happen, and it intended to keep growing the business, she said.

Last week, ADInstruments announced a strategic partnership with United States-based company Millar Inc, which develops cardiovascular research products. The partnership gives ADInstruments exclusive distribution of Millar's research products.

OUR NEW OFFICE

Energy-efficiency goes with territory

By [Shawn McAvinue](#) on Mon, 8 Jul 2013

Welcome to arguably the most energy-efficient building in Dunedin.

ADInstruments owner Michael Macknight said when sunshine entered an office, the lights automatically dimmed in the newly refurbished Donald Reid warehouse.

But only if someone was in the office.

Every office had motion sensors to turn the lights on and off when someone entered or left.

The "smart" lighting system installed in the 5400sq m of floor space between Vogel and Cumberland Sts sensed the amount of daylight coming in the 100 double-glazed windows and adjusted the brightness of the bulbs in the 300 LED fittings.

Philips New Zealand head of lighting Gordon Wiffen said Philips supplied most of the LED bulbs for the warehouse, which was the only Dunedin building to be "100%" LED lighting - the most efficient lighting available.

The warehouse had the most efficient lighting in Dunedin, Mr Wiffen said.

Mr Macknight said although LED bulbs were expensive, the cost would be recouped in five years of energy savings.

Unlike the one-off refurbishment cost, electricity costs were continuous so electricity efficiency was important, he said.

The total cost for a intelligent lighting and heating systems was a company secret but it was money well spent and 54 staff were happy, he said.

The heat generated from the central computer server room was redistributed to offices in winter, he said.

The warehouse heating and cooling was run by a "chiller" in the basement, a big heat pump - the biggest unit of its kind in New Zealand.

The thermostats in the offices allowed the chiller to "learn" the energy use patterns and "adapt" to provide the most comfortable temperature for staff in the most efficient way.

The chiller calculated the most efficient way to heat or cool to the desired temperature, such as heating slowly and cheap from 5am for when the staff arrived for work at 9am.

ADInstruments global human resource manager, Mr Macknight's wife, Kelly, said the warehouse was freezing when the chiller was in the learning stage and was adapting to the staff's comfort levels.

The staff worked on the top floor, the ground floor was used for car parking and the middle floor was empty but had heating and lighting installed to allow the company room to expand, Mrs Macknight said.

Southern Electrical Ltd electrician Winston Fenton said the original building plan predicted a 400-amp service but on installation only required 200 amps - a daily \$50 saving in line charge costs.

Energy Efficiency and Conservation Authority (EECA) spokesman Mike Eng said commercial buildings in New Zealand used about \$0.8 billion of electricity each year, about 21% of the electricity used in New Zealand.

EECA estimated most commercial buildings could save a quarter of their electricity costs and collectively save the economy about \$200 million.

ADInstruments designs and sells data acquisition and analysis systems for life science research and education, which records and analyses physiological signals such as heart rate and blood pressure. Ninety-eight percent of its customers were from outside New Zealand.

-shawn.mcavinue@odt.co.nz



Winston Fenton (left) installs an LED light fitting in the Dunedin warehouse of ADInstruments owner Michael Macknight (right). Inset: The newly refurbished Donald Reid warehouse. Photo by Gerard O'Brien.

Cable in warehouse

- 6.2km of power cable
- 8.1km of lighting cable
- 2.8km of mechanical cable
- 30km of data cable 0.2km of audio cable.

stuff.co.nz

Famous technology originated in Dunedin

JOHN ANTHONY 2nd June 2014

The best universities in the world are using medical technology designed by a Dunedin student nearly 30 years ago.

Founded by Michael Macknight in 1988, ADInstruments sells hardware and software products to medical and health researchers, scientists and educators.

In 2007 International Space Station astronauts also started using its flagship product - the PowerLab data acquisition (DAQ) device. Researchers used it to measure astronauts' brain, aortic blood flows, arm vein pressure, arterial blood pressure, breathing rate and the amount of carbon dioxide exhaled. By connecting patients or subjects to the module using electronic sensors, researchers are able to get readings at recording speeds of up to 400,000 samples per second. Typical applications include research and teaching across human and animal physiology, pharmacology, neurophysiology, biology, zoology, biochemistry and biomedical engineering.

Macknight, who is still company director, said its equipment can be found in leading universities and labs around the world including the University of Oxford and University of Cambridge.

The company employs more than 200 staff in 13 international locations including 60 in Dunedin. It is privately owned by Macknight and his family and has turnover of about \$30 million per year, Macknight said.

Most of the hardware is made in Sydney while the software and some hardware is made in New Zealand.

ADInstruments has three offices in China and is expanding its operation throughout India and the Middle East. "Our customers are very international. They move around a lot and they collaborate with people from all over the world so it gives us great potential to sell our equipment all around the world."

Why did you decide to start your own business?

It was sort of by accident. I developed a product as part of a university project and it proved to have appeal to people around the world.

What's the best way of knowing whether an idea is worth pursuing?

If you come up with something that when you show to people, they actually want to buy it, that is a good sign. People can encourage you but it is only when their money comes out do you know how they really feel.

How important is market validation?

Things only work if you are giving people value. The market can be pretty blunt about telling you if you are giving value.

What's the best piece of business advice you've ever received?

One thing I always think about when looking at people for roles is that you don't give people responsibility, people take it. The best people see opportunity and step up.

Describe one attribute you consider essential to becoming a successful entrepreneur.

Belief. Things are more difficult than they first appear and take longer. Obstacles, including people, regulations, financial and technical, keep coming up and if you don't work through them patiently with belief it will all work out, you would give up 1000 times.

What have you sacrificed to be an entrepreneur?

Anyone who thinks that they should run their own business so they can have time off whenever they want is kidding themselves.

What have you gained from being an entrepreneur?

Making the decisions that will ultimately define a business is a challenge and is high pressure but it is very rewarding and satisfying. And if things don't work, you can only blame yourself.

Who is your "business guru", or who do you admire, and why?

I admire Apple and Steve Jobs for demonstrating that design is more than how something looks. If you take the time to understand a problem and implement the best solution, not just what people are asking for, you can change the world.

What is one thing readers would be surprised to learn about you?

We love Dunedin and find it a great place to run a company. The people here are as good as you could find anywhere in the world.

VALUE TEAMWORK, GRADUATES TOLD

By John Gibb on Mon, 12 May 2014, *Otago Daily Times*

Teamwork plays a vital role in businesses that contribute strongly both to Dunedin and the wider New Zealand economy, Dunedin innovator and businessman Michael Macknight says.

Mr Macknight, who has two University of Otago qualifications, including an MSc in computer science, was commenting in an address to about 230 graduates, mainly in commerce subjects, at Otago University's latest graduation ceremony, on Saturday afternoon.

Some Otago University graduates were doing "amazing things" and were adding value to the Otago brand, Mr Macknight said at the Dunedin Town Hall ceremony.

He is the chief executive of ADInstruments Ltd, an award-winning Dunedin-based company which specialises in data acquisition systems for the life sciences.

Mr Macknight emphasised the importance of teamwork and said "almost anything worth doing requires you to work with other people".

"In fact, the most enjoyable times at work can be the time spent with your colleagues, all working on a problem.

"If you don't know how to work in a team, learn.

"You won't move forwards unless you can," he said.

He also urged graduates to "respect the people above you and below you".

Some Otago graduates were doing "amazing things", and he urged the latest graduates to "take advantage" of their Otago University training and "add your own value".

New Zealand was a "tiny country which hits far above its weight", he said.

Graduates were starting out with a "huge advantage" because they had a degree from Otago University, which was known throughout the world. Mr Macknight also warned that "things don't always go well" both at work and in people's personal lives.

"How people overcome obstacles can say more about them than anything else.

"The great people solve problems, work around obstacles and actually finish things."

Change was continuous and he urged graduates not to be frightened of it. From constant change, new opportunities arose, and there were "so many ways to add value".

"And, on the internet, the global market has never been more accessible.

"Companies can provide services to people anywhere in the world, and lots of companies, even here in Dunedin, are," he said.

NEW CHALLENGE BRINGS OTAGO GRADUATE BACK TO CITY

By Sally Rae on Sat, 13 Sep 2014 *Otago Daily Times*

When it comes to getting to and from work, Julie Curphey is not missing a two-hour commute. Ms Curphey (43) recently joined ADInstruments as chief marketing officer, shifting from London to Dunedin - and a six-minute trip to the office. It has been more than 20 years since the former University of Otago student has lived in the city, but she is loving being back.

One similarity that she did find with London was that Dunedin was a city where you could do your own thing. "You can wander around and no-one looks you up and down ... people just get on with themselves and they're happy just for people to be. It's very much like that in London," she said.

Originally from Napier, Ms Curphey came to Dunedin in 1989 to study consumer and applied science. After graduating, her first job was with HortResearch in Auckland, working as a sensory researcher. She recruited people to join a formal tasting panel, training them to use their senses to be expert testers of the products. At that time, the organisation was doing work concerning kiwifruit breeding, including gold kiwifruit. Work was also being done on developing, particularly, squash for the Japanese market. When Japanese tourists arrived in Auckland, they would be tested with varieties of squash and pumpkin, to see which worked for their palate, and those that found favour would be prioritised for development for export.

After more than a year, Ms Curphey moved to the New Zealand Dairy Board, where she worked with cheese. The job was two-fold: recruiting and training people to be able to taste cheese and, particularly, pick up faults, and also working at the NZDB's factories throughout New Zealand, teaching cheese-makers to explain and describe the different flavours in the cheese they were making. The work with cheese-makers was especially fascinating, she said.

After two and a-half years, Ms Curphey was approached by market research company Colmar Brunton to join its Melbourne office, working in fast-moving consumer goods. The company was very strong in commercial sensory testing and she worked among a diverse range of products - from meat pies and laundry detergent to aftershave, alcohol and cigarettes. Following her marriage to Chris Brickell, she shifted to Perth and continued to work for Colmar Brunton, helping set up a Western Australian office. At the same time, she decided she would also "go back to school" and she completed her MBA. That was followed by a shift to Sydney, where she worked for another research agency, Research International, before she was approached and asked if she would join Pfizer.

While she had never been involved in pharmaceuticals, the company wanted someone to run its market research and business intelligence group. After nearly four years, she transferred to London in 2007 to join the company's UK operation. A variety of roles ensued, including business intelligence team leader, head of customer intelligence and insight for Europe, European brand team leader for Viagra, and director of business operations. Ms Curphey loved her job, saying it was high pressure but with "tonnes of variety". It involved problem solving all the time, but she started getting "a little bit worn out" with all the restructuring within the company. What she also realised she was missing was a creative element to the job.

She and her husband were home for Christmas last year when she saw the job at ADInstruments advertised and thought it looked interesting.

ADInstruments produces data acquisition and analysis systems for the life science industry. Its products are used by more than 10,000 organisations world-wide, including such heavyweights as Toyota, Shiseido, Pfizer, Oxford University and Harvard University. It has an international team of more than 200 staff located in 13 offices throughout North America, South America, Asia, Australia, the UK, Europe and New Zealand.

New Zealand had been good for a break after an intense year and when she returned to the UK, she thought she might apply for the job. Saying she was "probably driven by a challenge", Ms Curphey said there was a great challenge at ADInstruments. There was also a lot of potential in what the company was doing and the new products it was developing.

She spoke initially to Michael and Kelly Macknight via Skype, and then came down in April for three days for a face-to-face interview, to start work in June.

She was recently joined in the city by her husband.

Ms Curphey described her latest move as "incredibly exciting", saying she was enjoying her job, based in the spectacularly renovated former Donald Reid warehouse, between Vogel and Cumberland Sts. Dunedin was a "great city to live in", she said.

Not one for five-year plans and the like, Ms Curphey said the shift to Dunedin was "right for right now" and she did not feel she had had to take a compromise in her career growth.

She had been "incredibly lucky" to have some great opportunities and she always made the best of the place she was in, she said.



Julie Curphey in the ADInstruments offices in the former Donald Reid warehouse. Photo by Gerard O'Brien.

NORTH & SOUTH

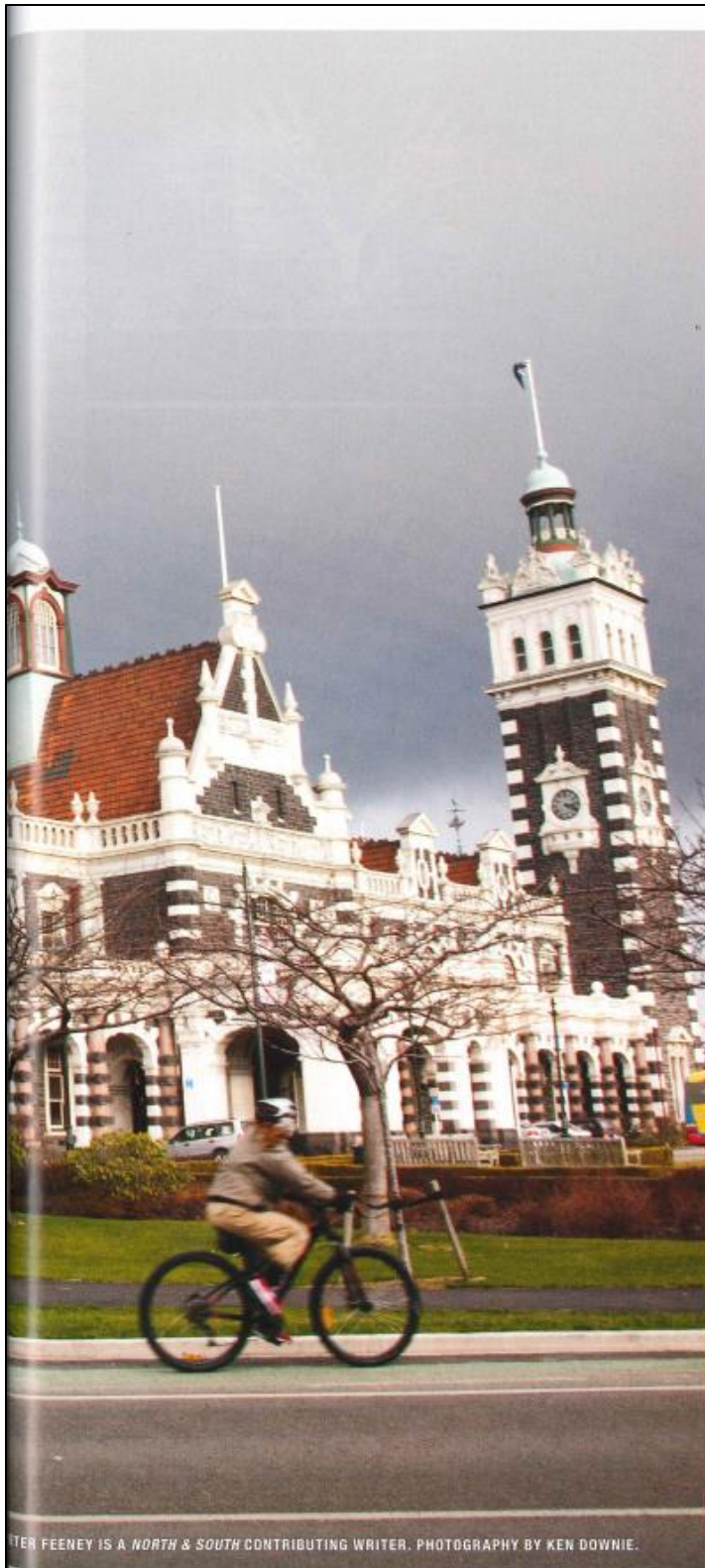
Feature article about Dunedin, including ADInstruments.

+ Regions



Heritage, high-tech business and academia are holding hands in Dunedin and heading boldly into the future. But will this collaboration be enough to boost prosperity and population growth in the southern city? Peter Feeney reports.

Dunedin mechanic Rob Milburn out for a winter surf. He loves "the hills, the harbour and the ocean, the beaches, the environment, the people. It's easy getting around. It's a stunning place."



TER FEENEY IS A NORTH & SOUTH CONTRIBUTING WRITER. PHOTOGRAPHY BY KEN DOWNIE.

From a construction site in Shenzhen, China, a behemoth is rising: a futuristic, imaginative firing of white, leaf-shaped roofs and exquisitely curved walls rising from a vast, man-made pool. At 120,000sq m, this global headquarters for Chinese fashion giant Marisfrolg is bigger than three Te Papas and an architectural match for anything dreamed up by Antoni Gaudi or Frank Gehry. Perhaps most surprisingly, the project has been designed down to every last sculptural detail in Dunedin.

To reach the offices of Architecture Van Brandenburg – the mad geniuses behind Marisfrolg – I take a taxi from the airport, which boasts a more traditional sculpture in bronze: the Southern Man, forever linked to Speight’s beer and its TV commercials, despite the brewer dropping its craggy high-country heroes – and “pride of the south” catchphrase – for a more metrosexual look in late 2012. The drive to town takes in another memorial of sorts: the site of New Zealand’s first major freezing works, Burnside, in the Kaikorai Valley. The last operation there ceased in 2008 and, after a recent fire, it’s now a smoke-blackened eyesore.

Marisfrolg and Burnside tell two very different Dunedin stories. In the 1880s, the Burnside works supported a cutting-edge export business in frozen meat. It was a big employer, in a then-bustling, business-minded city. Architecture Van Brandenburg (AVB) is also export focused, although it employs only 12 people. But AVB is typical of the nimble, innovative companies Dunedin is betting on as it seeks to rebrand itself and remain relevant. It’s a race between the past and an uncertain future – with the outcome, for now, too close to call.

Dunedin might seem an unlikely location for a project as grand in scope as Marisfrolg. But for Fred van Brandenburg – a Dutch-born, apartheid-era South African immigrant-made-good in New Zealand – the decision to set up a Dunedin office was perfectly calculated.

Otago Polytechnic, with its 3D printers and modelling experts (“a phenomenal intellectual value”, he says), helped with the original 2007 Marisfrolg proposal. Of the company’s staff, only Fred and his

son Damien are architects; the rest are product designers, interior designers, even boat builders (handy when it comes to all those curves), and all but two are polytechnic graduates. Luca, another van Brandenburg son, handles media.

The van Brandenburgs are relative Johnny-come-latelies to the Dunedin innovation scene. Ian Taylor's Animation Research Limited (ARL) produced the first real-time sports graphics in the world. A former *North & South* New Zealander of the Year, Taylor also heads Taylormade, a 60-strong, multi-media production company which since 1989 has produced animation, film and new media content. Natural History NZ, the successor to TVNZ's Natural History Unit, has been making documentaries from Dunedin for international broadcasters since 1977. ADInstruments has been providing computer-based physiology-monitoring equipment for more than a quarter-century. "From day one, it was an export business," says founder Michael Macknight (see page 82). ADInstruments now has offices in 11 countries, from the US and UK to Brazil, Pakistan and China.

A staunch Dunedinite, Macknight is quick to describe a couple of recent company head-office departures from his city as "illogical business decisions" – besides doing nothing for NZ Inc.

Intellectual capital is crucial to his business and the University of Otago is a wellspring of bright young minds. Most of his staff are local graduates, and the university is both a customer and a source of expertise. It's a symbiotic association that's become common in Dunedin. In 2001, the University of Otago set up the Centre for Innovation, the first purpose-built biotechnology incubation facility in New Zealand. BLIS Technologies and Pacific Edge, now multimillion-dollar companies, were established there the same year, built on the commercialisation of raw university research.

Dunedin Mayor Dave Cull, elected last year to a second term, is a tertiary education champion, calling the sector, "our biggest industry... with more than a fifth of [Dunedin's] population involved."

Two per cent of the city's residents have a PhD – the highest rate in the country. So when the council, chamber of commerce, Ngai Tahu, Otago South-



From left: Designer Griff Humphreys, with Damien, Fred and Luca van Brandenburg. Top: A model of AVB's Marisfrolg fashion house HQ, currently on display at the Venice Architecture Biennale.

land Employers' Association, the university and polytechnic came together to form a long-term blueprint for the city, a strategy to further empower the coupling of the tertiary institutions to business and industry was the inevitable result.

The resulting Economic Development Strategy (EDS) was adopted in 2010. The EDS plays to obvious strengths: access to a highly skilled workforce and relatively low wages and rents – factors already attracting firms like AVOS Systems, a technology company led by YouTube's co-founders and backed by Google Ventures. Tourism remains important to the region, but the central aim is to re-forge the city as New Zealand's high-tech Seattle of the South Seas.

Macknight says Dunedin's reputation has been tarnished over the years by undergraduates fleeing their uninsulated student flats to spread tales of privation in the Ice Station Zebra of New Zealand academia. The EDS is the blueprint behind a raft of initiatives to encourage graduates to stay, presumably in cosier accommodation. One such is the Audacious business awards, which reward the best in student entrepreneurship with cash plus prizes that include broadband-smartphone packages and legal and accounting advice. Language Perfect won the award in 2007; today they have more than 200,000 users of their language-learning software worldwide. First-ever winner in 2006 was medical school student Kim Chilman-Blair,

whose company Medikidz provides medical information to children, through a comic-book model, and is now based in London.

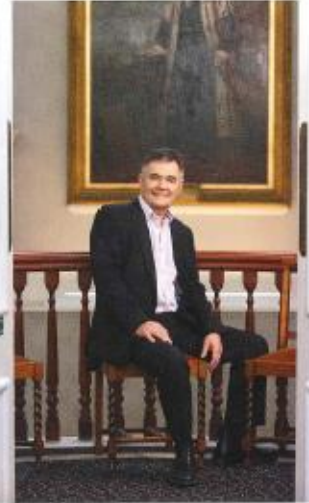
Never mind the America's Cup defeat in San Francisco – this year Ian Taylor's ARL won an Emmy Award (in the Outstanding New Approaches, Sports Event Coverage category) for their America's Cup mobile app, which allowed fans to engage with the event anywhere, anytime. ADInstruments was voted the number one place in the world to work in life sciences in 2012 by *The Scientist* magazine, ahead of companies like Dupont (with 70,000 employees). BLIS Technologies was the Food and Beverage 2010 Global Entrepreneurial Company of the Year. Natural History NZ has quietly garnered close to 200 international awards over its 37 years in business.

Such companies are genuine success stories – but are little known outside of Dunedin. John Christie, chief executive of the Otago Chamber of Commerce, is Dunedin-born and bred. "Dunedin doesn't shout what it's doing from the rooftops," he says. "We're a city that does the hard graft. Sometimes it can be difficult to discover what's going on."

In response, Paula Hellyer of Glow Consulting dreamed up the Long Lunch, which regularly brings together Dunedin's creative entrepreneurs in interesting city locations. "We put people together in the hope that they will find common ground, get to know each other and collaborate," she says. "Success stories here like to hide; they don't think what they do is particularly special."

Meet Jeremy Smith in the early-20th-century time capsule that is his office at historic Olveston House. Our chat begins with the surprising confession that he ran away to the circus aged 16; an unlikely beginning for a career in heritage tourism.

He tells me there's plenty of old money washing about. "You wouldn't know it though, people just don't flaunt it here." As a recent example of public generosity, Smith cites the 2012 campaign that raised \$3 million from the local community to help keep neurosurgery at Dunedin Public Hospital. There's an old-world way of doing business here too, in frugal and sometimes fractious Dunedin. *The Otago Daily Times*, found-



Top left: Michael and Kelly Macknight. Top right, Dunedin Mayor Dave Cull. Above: The Speight's building and factory.

ed in 1861, is still locally owned, the only major New Zealand daily newspaper not swallowed up by overseas media interests. A few years back, Ian Taylor spoke out on the subject of executive salaries, saying, "They should be measured by how well [the executive] protects jobs, and should bear a direct relationship to how well the employees are paid."

Innovation, risk-taking – and hard Scottish graft – none of this is new to Dunedin. The city boasted many of the colony's notable "firsts", like the university's medical, dental and arts schools, largely built on the proceeds of the country's first big gold strike in Otago. Julius Vogel's public works of the 1870s and the golden fleece of sheep farming main-

tained the momentum. Companies like Shacklock (which became Fisher & Paykel), Hudson's (which merged in 1930 with British chocolate maker Cadbury's) and Speight's were all founded and still operate in Dunedin. The first export shipment of frozen meat sailed from Port Chalmers in 1882, kick-starting a trade that would help pull the colony out of the depression of that decade.

Freezing meat was the answer then to the tyranny of distance. Today, in the internet age, good ideas can come from anywhere – or so Dunedin's strategists are wagering. But Dunedin has endured a long interregnum in between. The city's head-start turned out not to be decisive, or permanent. With the end of the Land Wars, the vector of development moved



BLESSED IN DUNEDIN

Middle class with million-dollar views – the Milburns aren't going anywhere.

The morning I visit Rob and Bernadette Milburn, they're sitting down to waffles for breakfast. Bernadette is an occupational therapist, working with the disabled; Rob's a mechanic. Their house is an unpretentious four-bedroom brick and roughcast in Brockville which – a whole 10 minutes' drive from the Octagon – rates as an outlying suburb.

There's a biting southerly but Bernadette, in a typically insane Dunedin way, insists it's balmy. Actually it's numbingly cold. But the Milburns live proudly in a house with no central heating. "I like the cold," says Elizabeth, their 21-year-old daughter. I believe her. By my cellphone reading, it's warmer outside than in her downstairs bedroom. But there's a cheerful log fire in the lounge, lit I suspect solely for my benefit. As I defrost I'm beset by chirpy truisms: "You get more done if it's colder" (Bernadette); and "You sure appreciate a hot day when it comes" (Rob).

Rob and Bernadette are not wealthy, but work has been steady. Parked down the driveway is the usual mechanic's line-up of miscellaneous vehicles, including a LandRover for 4WD adventures and a 1989 Dodge van: "Our holiday home on wheels," says Bernadette.

Nestled on the slopes of the Kailorai Valley, they have "million-dollar views" of the harbour. "Everything's close," declares son James, 19. "There's a good community feeling here," adds Bernadette. "You know everyone."

Rob was born in Dunedin and met Bernadette when she came from Wellington to study. They attended the same church; Rob's father invited Bernadette home for lunch. "She was served up on a platter really..."

Bernadette laughs: "His father has always said he's had to do everything for Rob."

That was in 1987. They moved to Invercargill in the 90s. "We had an opportunity to start a branch of the family business there," explains Rob.

But with the first of their four kids starting high school, they moved back.

"Rob's heart was in Dunedin," says Bernadette, then adds one of her trademark puns: "We tried to take fresh blood into Southland but we failed."

Rob explains the Dunedin connection: "My people were some of the first on the peninsula, farming. They started the first cheese factory there."

Dunedin: what's to like? "The hills," says Rob. "The hills, the harbour and the ocean. The beaches. We like the environment, the people. It's easy getting around. It's a stunning place."

Bernadette: "We went for a walk across the hills yesterday – it was a 10-minute drive to native bush with stunning views of the sea. What other city has that?"

"Or you're at a deserted peninsula beach with a few penguins and some seals," adds Rob, a dedicated surfer. He's out on his board right through winter in a 5mm suit. With no gloves... The couple made a road trip up the North Island recently in their Dodge van. "The difference is that I'll be surfing here with five people, not 50."

What do they think of the prospect of oil being found off the coast? "A necessary evil," says Rob. "Those opposing the drilling will hopefully make the recovery of oil and gas safer, which is a good thing. The environment is important, but creating those kinds of jobs is beneficial to the working-class community in Dunedin."

They opposed the destruction of Carisbrook. The working man's stadium, Rob calls it. "There was absolutely nothing wrong with it."

After breakfast, they were going fishing, then for a picnic at Aramoana. Where they had the massacre? "That was a long time ago, Peter," says Bernadette. In fact, 1990. "It's the best place to wave goodbye to the cruise ships."

She's joking, surely? "No! It's like having an apartment block sail past. It's thrilling. The tourists on the boat pay thousands to wave at us; we're waving for free."

"We're very lucky," says Rob, then hesitates. "I'd say we're blessed, but we'd come across as icky Christians."

"We are Christians," laughs Bernadette. "But not at all icky."

north, gradually pulling head offices and firms with it.

Even by the early 20th century, Dunedin's relative decline against other centres was unmistakable. Census results became the occasion of anxious editorials – a theme that has continued to this day. Fletcher Construction, Methven Taps, the Union Steamship Company, DIC, Coulls and Somerville Wilkie (later part of the Whitcoulls group) are just a few of the companies founded here that have since moved on. There was even negative growth for a time in the 1970s.

The city's relative stagnation meant it largely missed the building boom that gathered force from the 1960s elsewhere, and which caused the demolition of so many historic buildings. In a visit in 1993, I remember the downtown looking tatty, with the Robert Burns statue gazing forlornly in the vague direction of the long-gone, magnificent Stock Exchange building. Its destruction in 1969 is Dunedin's guilty secret, the act that is said to have woken the citizenry to an appreciation of their city's heritage assets.

Athol Parks of City Walks sports an encyclopaedic knowledge of Dunedin's history, with impressive Edwardian mutton-chops to match. On a stroll around the CBD, he shows me the scene of the crime: the Stock Exchange replacement, the John Wickcliffe building. It's an insipid 1970s office block, and it's hard to imagine the civic leaders of the day ever thought it might constitute an improvement.

Parks tells me the block today is struggling for tenancies, unlike the Warehouse Precinct down the road, where newly renovated offices are being snapped up. Dr Hayden Cawte heads software development start-up AREO, typical of the kind of tech company with offices there. "The area is rife with innovation, ambition and optimism," he says. "As the saying goes, new ideas need old buildings."

In 1994, in a landmark move that was to signal future interventions, the council bought and then spruced up the railway station. The sale price was a bargain at \$1 (though the do-up was somewhat more expensive). Later came a string of expensive investments, all over a five-year period: a \$42 million refurbishment of the Town Hall complex; the \$38 million Toitu Otago Settlers Museum do-up; a \$78 million waste-water treatment



Arjun Haszard of Quick Brown Fox organic liqueurs runs a regular stall at the Saturday Otago Farmers Market at the historic Dunedin Railway Station.

plant and finally the much-scrapped-over Forsyth Barr Stadium – at a whopping price-tag to the city of \$160 million (out of a total cost of \$266 million).

The spend-up has spurred tourism and added to the quality of life, and also helped make Dunedin's per capita debt position second only to Auckland's. Nevertheless – and somewhat to its own surprise – Dunedin has emerged in recent years as a small city of enviable lifestyle with superior infrastructure. It has undisputed assets: the art deco beachside suburbs of St Clair and St Kilda, with their heated salt-water swimming pool, cafes and playgrounds; the Otago Peninsula, a sanctuary for sub-Antarctic wildlife; a CBD that boasts, by default, the greatest concentration of heritage buildings in the country; and world-class tourist attractions such as Olveston House, which was this year voted New Zealand's number-one travel attraction on TripAdvisor, and the privately owned Larnach Castle.

History has also bequeathed under-utilised space in heritage buildings, which property developers like Steve Macknight (brother of Michael) are snapping up and restoring. Auckland leads in capital gains but gross rental yields in Dunedin, thanks to cheap real estate and a steady supply of student renters, are the highest in the country. Yet rents are still less than in any comparable New Zealand city – almost the only encouragement many artists, designers and start-up entrepreneurs need.

Since 2000, economic growth in Dunedin has exceeded population increase. But the population has only doubled since 1910 so the city has stayed small. Arjun Haszard of Quick Brown Fox organic liqueurs runs a regular stall at the Saturday Otago Farmers Market at the Dunedin Railway Station. Here he serves up alcoholic chocolate concoctions from a miscellany of glass tasting vessels he's picked up at local op shops. He tells me how Strictly Coffee helped his start-up by letting him roast and brew on their premises. Local beer baron Richard Emerson bumps into Haszard on occasion and offers advice on everything from labelling to marketing.

Dunedin's compact size enables creative collisions of this kind, the sort of accidents Len Brown wants to encourage with his various sub-city Auckland hubs. It's why Dunedin's new incubator, Startup, opened up shop this August on the edge of the university and polytech precinct. Project manager Dr Henk Roodt, who's been a business coach for the Audacious awards for the past two years, looked at similar spaces in Finland and Denmark, and discovered the most successful were close to a tertiary base. "It gives individuals easier access to smart facilities, while still making it easily accessible to entrepreneurs who are not part of the university." The venture joins a crowded space: Upstart has been helping high-growth Dunedin companies get started for 10 years, and



Above: The 10-storey former Chief Post Office is being converted into a 120-apartment hotel and office space for Silver Fern Farms. The bottom floor is shown, before and after the renovation.

has just merged with venture capital investors PowerHouse Ventures. Since 2008, The Distiller, located in the Centre for Innovation, has been providing services for pre-seed entrepreneurial tech ventures.

But there's another side to the ledger, working in parallel to the brave new world of high-tech and innovation: continuing job losses.

In recent years, Dunedin has lost more than 100 full-time state sector jobs in hospital kitchens and the NZ Post mail centre. KiwiRail closed its Hillside engineering workshops in 2012, having lost a succession of tenders to Chinese Northern to build new wagons and locomotives. Ninety jobs went, as well as the expertise of a 111-year-old company. The big blow came in 2008 when Fisher & Paykel moved its factory offshore cutting 430 jobs (although keeping their R&D division in Dunedin). The same year, operations at the Burnside Freezing works ceased. It's been 14 years since any wool was spun at the once-famous Mosgiel mill.

When Dunedin does make the national news, it's often about layoffs. As Michael

Macknight says: "If 10 jobs are lost, you read about it. But if 50 jobs are created, you don't." At times it must feel like death by a thousand cuts. In February this year, Air New Zealand axed its latest direct flight of the day between Auckland and Dunedin – seemingly a trivial decision, but one that will mean an extra overnight stay in Auckland for many Dunedin businesspeople. In April, Bell Tea, citing the bill for earthquake strengthening its historic Dunedin building, ended a long association with the city, moving its remaining jobs to Auckland. The company was founded in Dunedin in 1898.

The last straw for many came in July last year, when Crown Entity AgResearch announced it would relocate 85 research jobs from its Invermay facility near Mosgiel, leaving only 30 positions remaining. The proposal was against the advice of AgResearch's own internal change team and the wishes of almost all Invermay's scientific staff. Using a multiplier effect, then-president of the Otago Chamber of Commerce Peter McIntyre estimated the losses would affect more than 300 individuals and businesses.

Jock Allison was director of Invermay from 1978 to 1986, and a director of AgResearch from 1992 to 1999. If the move

proceeds, it will, he believes, "lead to the virtual destruction of two world-class research groups [deer and sheep genetics], dismantle collaborations deriving from the Dunedin agricultural research hub, the loss of top scientists, and end, inevitably, in the closure of Invermay."

Mayor Dave Cull recalls a recent conversation with Sam Robinson, chairman of AgResearch. "The last thing he said to me was, 'All our advice is that scientists are attracted to late-model buildings and the best kit they can get.'

"But Invermay has the best building and kit in all AgResearch's facilities – it's just had a \$17 million upgrade. Their business case doesn't stack up; it's just sloppy. You have to conclude the decision has been driven by political reasons: to bolster Christchurch in an election year, and prop up a faltering university with a very poor research record – Lincoln."

The Invermay decision, says Cull, is one that by law the government could overturn, if it chose to. "It's not just about losing those jobs. It is going to the core of where we think Dunedin's economy is going... Dunedin has the biggest concentration of geneticists in the Southern Hemisphere if you take out



KiwiRa's old Hillside engineering workshops, which closed in 2012, with the remnants of the demolished Carisbrook Stadium in the foreground.

Singapore; we have a genetics research hub not only focusing on agriculture, but a huge research hub here, period – private as well. Taking Invermay out not only weakens that mix, but gravely weakens AgResearch's ability overall to service its customers: partly because they are tearing apart something that's a genetic hub, but also because most of the Invermay geneticists won't move, and the value of their work will be lost to the national economy."

Ironically, Steven Joyce (whose five ministerial portfolios include Economic Development) launched the city's much-praised economic development strategy. "He commented that it was one of the best he'd seen and was achievable," says Cull. "Then he allows AgResearch to kick one of the legs out from under it..."

Ongoing blows such as Invermay explain why, despite its best efforts, Dunedin is still struggling to expand its GDP and population (currently 120,000). While neighbouring Queenstown Lakes District is the second fastest growing in the country and Auckland struggles with infrastructure lag and rocketing house prices, Dunedin faces its own challenge: a centralising and consolidating tendency in government and business that at times

appears to defy logic.

Says John Christie: "Government offices can be here instead of everything gravitating to Auckland or Christchurch." Michael Macknight agrees. "We don't want subsidised jobs. We realise some jobs in manufacturing have to go. We just want logic. Shipping out of here is more expensive, but other inputs like salaries are cheaper."

And, in fact, a month before the Bell Tea announcement, coffee and food producer Cerebos-Greggs announced that it would be closing down its Auckland factory and shifting its New Zealand production to Dunedin. It's a move that will bring significant capital investment and jobs to the city. "It's entirely sensible," said Christie at the time. "I'm surprised more companies don't do it." Christie tells me that Fisher & Paykel's new Chinese owners, Haier, are creating 60 new research jobs in Dunedin. He's not sure if that news made the papers north of the Waitaki River... and he may well be right.

Cull suspects AgResearch's proposal may implode under the weight of its own inconsistencies. "They're not planning to do anything till 2017; they are haemorrhaging good staff. They haven't

sold the properties they were going to sell to fund the new building at Lincoln. And the University of Otago is actually doing more work with AgResearch, which is shifting researchers and geneticists back out to Invermay. So it's hard to know what will ultimately happen, especially when the AgResearch staff are so resolutely against the relocation... we'll wait and see what political reality imposes on the situation."

The bigger context around Invermay is the value placed on regional development. "Lip service" is how Cull describes the government's attitude. "Its actions belie the rhetoric. One of the issues dear to the government's heart is housing affordability, and pumping more [people and resources] into Auckland to push up demand doesn't seem to me to be helping that – in fact the opposite."

Otago and Southland together have close to seven per cent of the population but produce double that in export dollars for the country.

"The region is earning a living," Cull stresses. "If you let regional support capacity and centres wither, productivity in your regions is going to go backwards. If the regions don't prosper, the country won't."



St Clair Beach, above. Above right: The beachfront Esplanade restaurant in St Clair.

Cull has a ruddy, lived-in kind of face: not a bad poster kid for a city that's had more than its fair share of knocks but refuses to get out of the ring. The day we talk, he's just met with Otago's vice-chancellor, Professor Harlene Hayre. They discussed, among other things, the university's \$358 million building programme, most of it in Dunedin.

"But she was also saying that one of the factors about hiring academic staff was the city's lifestyle," he says. "The ability to cycle to work was frequently a must-have. So it's not just a matter of, is this a good place to do business? It's also about, is this the kind of place where people working in research and innovation want to live and raise families?"

The New Zealand economy may be experiencing a cautious growth cycle, but it also faces an ageing regional population – and a productivity challenge to match. The tide may be turning in Dunedin's favour, but perhaps we shouldn't expect anything too dramatic – that might be a little out of character for the city. "Dunedin has always been a pretty steady place," Michael Macknight tells me. "It hasn't had the booms or the busts. People who live down here are hugely positive about the place though. They want to be here." +

ALL IN THE FAMILY

The Macknight brothers weave together Dunedin's strengths in technology and heritage architecture.

Michael Macknight is CEO of AdInstruments, a tech company that produces data acquisition and analysis systems for the life science industry. Few will understand what that actually means. But with the demise of traditional manufacturing in Dunedin, it is technology companies like Macknight's that the city is betting its economic future on.

AdInstruments started as a spin-off project to Macknight's computer science masters at Otago University in 1986. Now he has 200 staff in 13 offices globally. His wife, Kelly, is head of PR. But the head office is still here, located in the Donald Reid building, part of the trendy warehouse district. Like many businesses, they bought an old warehouse to refit instead of renting; the do-up was undertaken by Michael's brother, Steve Macknight, a civil engineer and property developer. Together they own five significant

heritage buildings. Steve's company has won the Dunedin Heritage Re-use Awards two years running.

Michael, Kelly and Steve talk to me via Skype. I start by asking Steve how the maths stacks up in his line of work: heritage do-ups. He's surprisingly relaxed about earthquake strengthening costs ("Something that was going to happen anyway"). But he also feels that the uncertainty around the legislation – there may be tax incentives in the pipeline – is causing people to delay and slowing up progress.

"We have some really well-built old buildings here so there's a lot more potential... Rents are less than \$200 a metre; in Auckland and Wellington and Christchurch they are \$500-\$600 for the same quality space. We are able to buy these buildings cheaply, do them up, rent them and still make a return: a two-storey building can make a return.



In Auckland, you'd want to keep the façade and build 20 storeys behind it."

I ask Michael about the pros and cons of basing an export-driven company in Dunedin. "No matter where we put our HQ in the world, we're still a long way from most of our customers," he says. "We have sales people all around America and they face the same challenges, and end up working remotely via tools like Skype, as we do.

"Our Sydney office has major nightmares with staff not wanting to travel into the city for meetings, and wanting to start and finish at different times to avoid traffic. Here it's a five-minute walk to see the lawyers, or the accountants, rather than an hour in traffic. They were laying high-speed internet cable in the street during our refit. It costs us about half as much to employ a person in Dunedin as in Sydney, because the salaries are higher in Sydney, and the exchange rate, the office space and the payroll tax all cost more there."

Kelly adds: "People overseas are also quite interested in moving here because they get the lifestyle, but because we're a global company they're still progressing their careers."

"Absolutely," agrees Michael. "We want the cleverest people we

Top: Steve Macknight, a civil engineer and property developer, in the top floor of one of his Dunedin buildings. Concreting the wooden floors, he says, strengthened the historic building.

Above: Consultancy House, another of Macknight's projects, is an early steel-reinforced structure known as "New Zealand's first skyscraper". The seven-storey building was reportedly the tallest in the Southern Hemisphere when it was completed in 1910.

can get... We want them happy and enthusiastic, not bogged down in traffic and stressed over their mortgage. Many are first-time home buyers who could never afford a house in Auckland."

Michael and Kelly have 6.8ha of land – and are 15 minutes from the office. "If you're looking for a lifestyle that gives you an extra hour or two a day to yourself, this is it," says Michael. "And being a university town it comes with all those facilities, that vibe... Dunedin doesn't have the

downsides of other small towns."

I make the mistake of mentioning the cold, drawing a passionate response from Steve: "A big part of the negative perception about Dunedin is based on the weather. And a lot of it is plain wrong. We have half the rainfall of Auckland, we have less wind than Auckland. Most people's houses are warm.

"If you look at the numbers for an active outdoor lifestyle, Dunedin is a far better place to be. It snows maybe once a year."

JOB DESCRIPTION

HR Administrator

Prime Function

To provide an HR administration service to the New Zealand and international offices.

Key Responsibilities

- Assist with the implementation and maintenance of human resources policies and procedures.
- Maintain an up to date working knowledge of relevant human resource related legislation.
- Assist with development and maintenance of job descriptions.
- Provide support for the recruitment and selection of new staff.
- Maintain the onboarding programme for new staff.
- Ensure the HRIS is kept up to date.
- Provide information to the management team as requested.
- Preparation of NZ office payroll.
- Maintain leave records and handle employee queries relating to all aspects of leave.
- Maintenance of personal files.
- Assist with the administration of employment offers, performance reviews, health and safety, salary surveys etc.
- Assist with the running of the annual employee survey.
- Undertake special projects as required.
- Answering queries from staff.
- Carry out other related duties as required.

Relationships

Directly Responsible to: HR Co-ordinator

Functional Relationships with: All ADInstruments staff
Suppliers

Expected Outcomes

All tasks are completed in a timely manner with a high degree of accuracy.

Person Specification

- Experience in, or studying towards a qualification in human resources.
- Considerable administrative experience.
- A high level of initiative.
- A high level of computer competency.
- Excellent interpersonal skills, including a level of comfort with challenging situations..
- Ability to work independently and as part of a team.
- Ability to exercise sound judgement.
- Ability to maintain a high level of accuracy.
- Excellent organisational skills such as time management and prioritising.
- Ability to maintain strict confidentiality.

APPLICATIONS

Please apply via the careers page by uploading your cover letter, CV and completed application form as a zip file.

Applications close on Friday 15th May 2015

THE APPLICATION PROCESS

Once applications have been received, a preliminary short list will be prepared and you will be contacted again at this stage. Those applicants who have been short listed will be invited to attend an initial interview. Once all the interviews have been completed, a final short list will be prepared and applicants on that list will be asked to undertake occupational assessment.

Privacy

Under the Privacy Act 1993, we have certain obligations relating to the collection, storage and use of your personal information e.g. your curriculum vitae, reference information, assessment results etc. If we do not receive a specific request from you to destroy all information pertaining to you, we will take this as consent to the following:

- Applications will be treated confidentially. Your information will only be provided to the interview panel.
- If you would like to amend or withdraw your application at any time, please contact Emily Lucas.
- We may contact and gather information from people you have named as referees.
- If you accept an offer of employment, your application, curriculum vitae and assessment results will form part of our human resources records.
- Information from unsuccessful applicants is destroyed after three months.
- You undertake that all information provided by you is correct, complete and not misleading. You understand that if incorrect or misleading information is provided, this may be grounds for dismissal from the company, if you are successful in obtaining employment.