

ARO TŪRANGA DESCRIPTION OF POSITION AND RESPONSIBILITIES

Kaiarotake Rangahau Research Assessor (12-month fixed term contract)

PŪTAKE TŪRANGA – POSITION PURPOSE

To ensure all research funding contracts are effectively: considered during the bidding round; allocated funding; and, monitored, reported and publicised on over the life cycle of the projects.

NGĀ TŪHONOHONO – RELATIONSHIPS

Whakatau ki Reports to:

Tumu Pūtea Maruārangi Director—Research Funding

Ngā Rōpū Whaihua Relationships:

Programme Manager – Marsden Fund; Programme Manager – Research Fellowships & International; Programme Manager – Insights & Evaluation; Ngā Tumū katoa all directors and kaimahi staff; New Zealand research institutions; individuals as related to the contracts for funds managed by the Research Funding team; and, Governing bodies

MĀNGAI PŪTEA – FINANCIAL AUTHORITY

Budget expenditure nil.

TE MAHI – KEY TASKS AND ACCOUNTABILITIES

Provide support and operate a monitoring, reporting and evaluation system for Research Funding contracts, over the life cycle of the projects.

- Evaluate the quality of reports for contracts
- Carry out the monitoring process through site visits and interviews with key personnel
- Assess the progress of research against the objectives in contracts and report the findings to Tumū Pūtea Maruārangi Director – Research Funding
- Liaise with researchers over reports and give direct feedback on the reports to the relevant Programme Manager
- Assist with the collation of information for and drafting of reports to the Ministry of Business Innovation and Employment

Provide support for the administration of the various Fund bidding rounds.

- Maintain an awareness of best practise procedures to support the governing bodies in their assessment of research proposals
- Contribute to the development of procedures for the various Fund application processes
- Assist in recording recommendations of the research Funding selection panels, Marsden Fund Council and other governing bodies as appropriate
- Provide expert advice on referee selection and assist in finding referees for the bidding round

Actively promote and publicise the individual research funds

- Promote each Funds objectives and research results, including liaising with researchers over news releases
- Assist in the preparation of the Marsden Fund Update magazine by collecting and editing items from the researchers
- Participate in other promotional events as required

Provide technical advice in your area of expertise on the individual research funds to Tumu Pūtea Māruārangi Director – Research Funding, Programme Manager – Marsden Fund and Programme Manager – Research Fellowships & International

- Help prepare guidance and policies for operational procedures and processes related to the bidding and allocation of each research Fund
- Assist with the overall understanding and research coverage of the Fund contracts
- As requested, provide expert understanding and opinion on research under your area of expertise to Tumu Pūtea Maruārangi Director – Research Funding

Other duties as requested from time to time

NGĀ WHANONGA PONO - BEHAVIOURAL COMPETENCIES

Teamwork

- Builds cooperative effective relationships internally and with other external individuals and groups and takes responsibility for facilitating positive outcomes.
- Has the ability to network widely and form partnerships across government, science, creative and business sectors.
- Participates effectively as team member in wider, diverse and cross-disciplinary teams, which may involve external participants.
- Makes time to actively coach and mentor staff, giving advice and providing feedback on a regular basis, demonstrating skills to newcomers, identifying strengths and opportunities for development of team members.
- Encourages contributions by being receptive to new ideas, listening to everyone's opinions and explaining why some contributions cannot be acted on.

Delivers Results

- Achieves results by working collaboratively with a range of individuals within the organisation. Demonstrates a high level of attention to detail. Has a commitment to achieve at a high level at all times.
- Sets clear and realistic objectives.
- Self-motivated with ability to work with little or no supervision.
- Extends oneself. Meets deadlines.

Relationship Management

- Takes responsibility for developing and maintaining relationships that enhance their performance and further the Society's goals.
- Relates well to people inside and outside the organisation and builds appropriate rapport.
- Proactively and effectively manages internal and external relationships, working in partnership with a wide range of stakeholders, adding value to business decisions.
- Understands the values, needs and aspirations of current and potential clients/partners.

NGĀ UARA - INTERNAL VALUES

Te Whakaute Respectful

- We seek, embrace and value āhuatanga Māori
- We seek, embrace and value diversity
- We are kind and we take an interest in others' wellbeing
- We are open to new ideas and we listen to others

Ngā Ture Proactive

- We plan and look ahead
- We think ahead of the curve
- We look for opportunities and anticipate problems
- We accept mistakes
- We have a mind-set of growth, creation and innovation

Te Mahi Tahi Collaborative

- We listen, share and embrace others views
- We ask for input and offer assistance
- We actively collaborate on projects to ensure the best outcome
- We actively build trust with internal and external stakeholders

Te Tika Acting with integrity

- We stand up for what is right
- We listen
- We tell the truth
- We show discretion and respect confidences
- We stand firm when required and follow through on promises and commitments
- We provide frank and fearless advice

Te kotahitanga Convivial

- We are a whānau family of colleagues
- We participate and we take an interest in the work of each other
- We support each other and celebrate success