

## 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 Tumu 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 Tumu 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 Māruārangī 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 Māruārangī 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
<b>Te Whakaute Respectful</b>
<ul style="list-style-type: none"> <li>• We seek, embrace and value āhuatanga Māori</li> <li>• We seek, embrace and value diversity</li> <li>• We are kind and we take an interest in others' wellbeing</li> <li>• We are open to new ideas and we listen to others</li> </ul>
<b>Ngā Ture Proactive</b>
<ul style="list-style-type: none"> <li>• We plan and look ahead</li> <li>• We think ahead of the curve</li> <li>• We look for opportunities and anticipate problems</li> <li>• We accept mistakes</li> <li>• We have a mind-set of growth, creation and innovation</li> </ul>
<b>Te Mahi Tahi Collaborative</b>
<ul style="list-style-type: none"> <li>• We listen, share and embrace others views</li> <li>• We ask for input and offer assistance</li> <li>• We actively collaborate on projects to ensure the best outcome</li> <li>• We actively build trust with internal and external stakeholders</li> </ul>
<b>Te Tika Acting with integrity</b>
<ul style="list-style-type: none"> <li>• We stand up for what is right</li> <li>• We listen</li> <li>• We tell the truth</li> <li>• We show discretion and respect confidences</li> <li>• We stand firm when required and follow through on promises and commitments</li> <li>• We provide frank and fearless advice</li> </ul>
<b>Te kotahitanga Convivial</b>
<ul style="list-style-type: none"> <li>• We are a whānau family of colleagues</li> <li>• We participate and we take an interest in the work of each other</li> <li>• We support each other and celebrate success</li> </ul>