

SCHEDULE A
ARO TŪRANGA DESCRIPTION OF POSITION AND RESPONSIBILITIES

Kaiarotake Rangahau Research Assessor

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
- Carryout 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 the 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 the Director – Research Funding, Programme Manager – Marsden Fund and Programme Manager – Research Fellowships & International	
	<ul style="list-style-type: none"> • Help prepare 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 the Director – Research Funding
Other duties as requested from time to time	

BEHAVIOURAL COMPETENCIES
<p>Teamwork</p> <ul style="list-style-type: none"> • 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.
<p>Delivers Results</p> <ul style="list-style-type: none"> • 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.
<p>Relationship Management</p> <ul style="list-style-type: none"> • 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.

INTERNAL VALUES
Te whakaute Respectful <ul style="list-style-type: none"> • We seek, embrace and value diversity; • We are kind and we take an interest in others' wellbeing; and • We are open to new ideas and we listen to others.
Ngā ture Proactive <ul style="list-style-type: none"> • We plan and look ahead; • We think ahead of the curve; • We look for opportunities and anticipate problems; • We accept mistakes; and • We have a mind-set of growth, creation and innovation.
Te mahi tahi Collaborative <ul style="list-style-type: none"> • We listen, share and embrace others views; • We ask for input and offer assistance; • We actively collaborate on projects to ensure the best outcome; and • We actively build trust with internal and external stakeholders.
Te tika Acting with integrity <ul style="list-style-type: none"> • 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; and • We provide frank and fearless advice.
Te kotahitanga Convivial <ul style="list-style-type: none"> • We are a whānau family of colleagues; • We participate and we take an interest in the work of each other; and • We support each other and celebrate success.