

ARO TŪRANGA DESCRIPTION OF POSITION AND RESPONSIBILITIES

Kairuruku Kirimana Ao Whānui | International Contracts Coordinator

PŪTAKE TŪRANGA – POSITION PURPOSE

To assist the Tumu Pūtea Maruārangi | Director - Research Funding in administering the Royal Society Te Apārangi's delivery of its International relationship contracts.

NGĀ TŪHONOHONO – RELATIONSHIPS

Whakatau ki Reports to:

Tumu Pūtea Maruārangi | Director - Research Funding

Ngā Rōpū Whaihua Relationships Internal:

Kaiwhakahaere Kaupapa Motuhake Ao Whānui | Programme Manager - Research Fellowships & International
Royal Society Te Apārangi kaimahi staff

Ngā Rōpū Whaihua Relationships External:

Liaison to the New Zealand research community with respect to the international funds, and New Zealand delegates of international unions that the Society supports
Liaison with the International Science Partnership team of the Ministry of Business, Innovation and Employment (MBIE)
Liaison with overseas partners in international funds, and International Union secretariat offices for which the Society participates in
Point of contact for public enquiries about the international mobility funds

MĀNGAI PŪTEA – FINANCIAL AUTHORITY

Budget expenditure nil.

TE MAHI – KEY TASKS AND ACCOUNTABILITIES

Provide support for the international relationship work packages in allocation and monitoring processes

- Oversee the application process of the Society's international funding opportunities (non-MBIE)
- Oversee the evaluation of Annual Reports on the Catalyst contracts and assess the progress of research against the objectives reporting the findings to the Tumu Pūtea Maruārangi | Director - Research Funding for financial approval
- Coordinate all materials and personnel needed to support application and bidding processes
- Efficiently create all new international contracts
- Effectively and efficiently deal with contract variations and other requests from contract holders
- Provide the conduit for all Research Offices at universities and PRO's to refer questions on their current contracts
- Maintain fund allocation spreadsheets and databases to provide timely information on contracts
- Reconcile financial on finished contracts
- Coordinate domestic travel bookings and deliver event management for supported programmes (including the Falling Wall Lab programme and the New Zealand – China scientist exchange programme)

Support the delivery of the international relationship contracts

- Oversee the Catalyst: Influence stream for international memberships
- Oversee the selection processes for various International Unions and New Zealand delegates
- Ensure that all international memberships fees are paid on time
- Maintain an up-to-date record of New Zealand delegates to the various unions
- Review and collate reports on annual union activities

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| <ul style="list-style-type: none"> Draft and collate information for reports to the MBIE on the operation of international relationship work packages |
| Support the International Strategy of the Society |
| <ul style="list-style-type: none"> Provide administrative support for New Zealand researchers to undertake leadership roles in the global research community Organise ad hoc meetings with international partners |
| Provide support within the research funding group of activities |
| <ul style="list-style-type: none"> Provide administration support for research funding activities as required |
| Other duties as requested from time to time |

| NGĀ WHANONGA PONO - BEHAVIOURAL COMPETENCIES |
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| Teamwork <ul style="list-style-type: none"> Takes responsibility for creating a positive environment in which colleagues are able to work to their full potential Builds co-operative relationships internally and externally and participate willingly in team activities Contributes to team/organisational success Exchanges information freely and volunteer ideas that help Supports group decisions |
| Delivers Results <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 |
| Relationship Management <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 |

| NGĀ UARA - INTERNAL VALUES |
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| Te Whakaute Respectful <ul style="list-style-type: none"> We seek, embrace and value āhuetanga 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 <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 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 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 |

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| <ul style="list-style-type: none">• 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 <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• We support each other and celebrate success |