

## SCHEDULE A – ARO TŪRANGA – DESCRIPTION OF POSITION AND RESPONSIBILITIES

### Kaitohutohu Pāpāho Media Advisor / Senior Media Advisor – Science Media Centre

#### PŪTAKE TŪRANGA – POSITION PURPOSE

To contribute to the Science Media Centre’s aim to enhance the quality, depth and breadth of media reporting on science-related issues in Aotearoa by delivering an effective programme of content, resources and activities

#### NGĀ TŪHONOHONO – RELATIONSHIPS

Reports to: Director, Science Media Centre

Relationships: All Science Media Centre staff, New Zealand media organisations and individuals (including Māori media), New Zealand research institutions and individuals (including Māori researchers), journalism and science communication training organisations, Ministry of Business Innovation and Employment, other Research, Science & Innovation stakeholders

#### MĀNGAI PŪTEA – FINANCIAL AUTHORITY

- Budget expenditure: nil

#### TE MAHI – KEY TASKS AND ACCOUNTABILITIES

- Communicating with New Zealand media**

- Acting as a first port of call for media seeking science-based information and contacts
- Proactive targeting of media with science stories and topics
- Successfully handling media queries in a timely and positive manner
- Expanding network of relationships with New Zealand media
- Availability to be on call after hours (as part of a duty roster shared with other SMC staff)

- Communicating with New Zealand science and research community**

- Proactively identifying expertise on topics attracting media attention
- Providing resources and support to scientists who are engaging with the media
- Expanding network of relationships with New Zealand researchers
- Cultivating productive relationships with research institutions’ communications professionals

- Content generation and maintenance of Science Media Centre’s digital platforms and presence**

- Demonstrating strong editorial judgement and understanding of New Zealand news media priorities
- Researching, writing, editing and distributing media releases and written material to agreed deadlines
- Creating and uploading content for the Science Media Centre’s website platforms and channels
- Working collaboratively with SMC staff to meet agreed targets for content generation and uptake

- Contributing to effective delivery of SMC services**

- Working with team members to extend and continuously improve the SMC’s core services
  - Demonstrating awareness of all Science Media Centre activities so that ideas and programmes can readily be communicated to broader audiences
  - Contributing to the SMC’s programme of events and activities to encourage media engagement
  - Monitoring media impact and collating information for Science Media Centre reporting purposes
  - Planning, organising and promoting Science Media Centre events as required
  - Ability to travel on occasion around NZ
- At Senior level:
- Acting in the role of deputy to ensure high-quality performance of the centre’s day-to-day operations in the Director SMC’s absence as required
  - Providing effective editorial guidance; helping identify opportunities for team development

- Other duties as requested from time to time**

## BEHAVIOURAL COMPETENCIES

### Teamwork

- 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 participates willingly in team activities.
- Contributes to team/organisational success
- Exchanges information freely and volunteers ideas that help
- Supports group decisions

#### *At Senior level:*

- 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 a 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 following instruction from a range of individuals within the organisation
- Demonstrates initiative, creativity and innovation.
- Shows commitment to achieving at a high level at all times.
- Is self-motivated with ability to work with little or no supervision.

#### *At Senior level:*

- 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.
- Is self-motivated with ability to work with little or no supervision.
- Extends oneself. Meets deadlines.

### Relationship Management

- Relates well to people inside and outside the organisation and builds appropriate rapport.
- Has proven customer service skills.
- Positively interacts with staff and clients.
- Is proactive in relationship building.

#### *At Senior level:*

- 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**

- 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**

- 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 mindset 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; and
- 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; and
- We provide frank and fearless advice.

### Te kotahitanga - **Convivial**

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