

JOB DESCRIPTION

Kaiwhakahaere Mātanga Rangahau | Head of Expert Advice (Full-time position)

Role:	Kaiwhakahaere Mātanga Rangahau Head of Expert Advice
Team:	Expert Advice and Publishing
ELT Report to:	Director – Expert Advice and Publishing
Functional Responsibility to:	Director – Expert Advice and Publishing
Date updated:	June 2026

PŪTAKE TŪRANGA | POSITION PURPOSE

The Royal Society Te Apārangi advances and promotes science, technology, and the humanities. We grow pathways of knowledge to ensure that science and research are shared for the benefit of all.

Our functions include promoting public understanding of and trust in science and research, ensuring that the evidence-base is available to inform decision-making on matters that are critical for New Zealand's future, and providing expert advice to government and communities. A growing role is to ensure timely, relevant and accessible information is available to counter misinformation and disinformation, particularly online.

This role would suit a programme manager who has experience in prioritising, scoping, planning, project managing and leading the delivery of research-based or statistical reports. We are particularly interested in applicants with experience in complex and synthesis report development; associated contract management, risk management and peer review processes; and the use of tools and technology to support the production of timely, accurate, defensible and trustworthy reports.

The successful applicant will also monitor and communicate progress in the delivery of the Society's expert advice reports and facilitate their publication and dissemination.

NGĀ TŪHONOHONO | RELATIONSHIPS

The role reports to the Director, Expert Advice and Publishing and will work closely with the CEO, Director External Engagement and other parts of the Society membership including:

- Other Society kaimahi staff
- Fellows and Companions
- Constituent organisations

The role will also engage with a range of external stakeholders, including contracted researchers, leading experts, and peer reviewers, including:

- Experts within the Society's Constituent Organisations
- Researchers, scholars and their institutions across the wider New Zealand research system

- The Prime Minister's Chief Science Advisor's office and network of wider Departmental Science Advisors
- MBIE and other government agencies with an interest in expert advice reports
- Business and community stakeholders including iwi/hapū and other Māori interests
- Media

MĀNGAI PŪTEA | FINANCIAL AUTHORITY

As delegated by the Director, Expert Advice and Publishing.

TE MAHI | KEY TASKS AND ACCOUNTABILITIES

Programme leadership

- Work with the CEO, the Expert Advice and Practice Advisory Committee, and external stakeholders to identify potential topics to include in the expert advice work programme.
- Work with the CEO, Expert Advice and Practice Advisory Committee, and other providers of expert advice to ensure that the Society's planned programme of expert advice does not duplicate effort, and is timed to complement the scope and timing of other expert advice products.
- Work with the CEO and Director to keep up to date and implement an Expert Advice and Practice Framework that sets out the principles and criteria for operationalising and governing the work programme, and which maintains the Society's credibility, reputation and independence.
- Leverage the expert advice work programme outputs to engage a wider set of decision-makers and communities with evidence-based information.
- Manage evaluation of major completed projects.
- Identify relevant international guidelines for research practice that are appropriate to promote for use in New Zealand.
- Deputise for the Director of Expert Advice and Publishing.

Programme management and project delivery

- Work with the CEO and Director to scope, design, approve and deliver the expert advice work programme in line with the Society's wider strategic objectives.
- Oversee daily programme management and monitoring, and ensure the approved suite of expert advice products are delivered on time, to quality standards and to agreed scope.
- Define project governance and controls, and implement them.
- Lead and manage the delivery of approved expert advice and practice advice projects, including project scoping, writing, editing, proofing, referencing and formatting documents.
- Work with the Director and CEO to identify and manage risks and issues, and take corrective measures as needed, including taking control of delivery of any out-of-scope and late projects.
- As relevant, work with the CEO, Director Māori, Society staff and external experts to ensure integration of te ao Māori, tikanga and te reo Māori through relevant project components.
- Contract and supervise staff, external researchers and/or experts, to facilitate project delivery.
- Work closely with the External Engagement Team to develop communication materials, and ensure projects are communicated in a timely and efficient manner.
- Ensure that projects are managed and delivered within agreed budgets.

Relationships

- Build and sustain constructive relationships with MBIE, other government agencies, Minister's offices, other agencies developing expert advice, the Chair of the Parliamentary Science Forum, iwi/Māori, media and the wider New Zealand communities, as relevant.
- Establish and maintain meaningful relationships with relevant tertiary sector organisations, wānanga, Public Research Organisations, Science NZ, IRANZ, Universities New Zealand, Constituent Organisations, the Prime Minister's Chief Science Advisor's office and the wider network of science advisers.
- Work with Directors and kaimahi staff to engage with relevant networks, stakeholders and influencers at the time of release of an expert advice report or associated product.
- Provide support for stakeholders and key groups involved in the work programme.
- Ensure interactions are positive, constructive and effective.
- Ensure that the CEO, the Expert Advice and Practice Committee, the Society's Council and the Academy Executive Committee and staff are kept informed and up to date with the work programme.

NGĀ WHANONGA PONO | BEHAVIOURAL COMPETENCIES

Delivers results

- Takes responsibility and is comfortable with making decisions and taking ownership of work.
- Demonstrates a high level of attention to detail.
- Has a commitment to achieve expected quality standards and scope.
- Sets clear and realistic objectives, and meets agreed objectives.
- Is self-motivated with ability to work with minimal supervision.
- Meets deadlines and delivers expected products on time.

Analysis and Synthesis

- Identifies and evaluates evidence and data from a range of sources.
- Synthesises complex information into defensible conclusions, narratives, and key messages appropriate to a range of audiences.

Relationship management

- 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.
- Has the ability to network widely and form partnerships across government, science, research, and business sectors.

Teamwork

- Positively contributes to team dynamics.
- Builds cooperative effective relationships internally and with other external individuals and groups and takes responsibility for facilitating positive outcomes.
- Participates effectively as a team member in wider, diverse, and cross-disciplinary teams, which may involve external participants.
- Encourages contributions by being receptive to new ideas, listening to everyone's opinions and explaining why some contributions cannot be acted on.
- Mentor team members and share learnings, best practice.

ROYAL SOCIETY **TE APĀRANGI**

11 Turnbull Street, Thorndon, Wellington 6011, New Zealand | +64 4 472 7421 |
ROYALSOCIETY.ORG.NZ

HEALTH, SAFETY AND WELLBEING

- Take responsibility for working in a safe manner.
- Proactively identify and help manage risks to health, safety and well-being.
- Comply with all policies and procedures to ensure the safety of self and team.

NGĀ UARA | INTERNAL VALUES

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.

Diversity, equity and inclusivity

- We seek, embrace, and value diversity.
- We bring our whole selves to work.
- We treat everyone fairly and give everyone the same opportunities.
- We value the thoughts and perspectives of everyone.

Critical thinking

- We use peer-reviewed evidence in our decision-making.
- We draw on the most recent and local evidence available.
- We test facts and evaluate their applicability to our work.
- We value appreciative enquiry and are open to constructive challenge.

Acting with integrity

- We listen.
- We tell the truth.
- We show discretion and respect confidences.
- We treat everyone with respect as we would like to be treated.
- We stand up for what is right.
- We stand firm when required, and follow through on promises and commitments.
- We provide frank and fearless advice.

Sustainability

- We act in ways that reduce our impact on the planet.
- We embrace innovation to reduce our footprint.
- We use our resources – time, funding, and materials – wisely.

Transparency

- We set clear expectations of ourselves and others.
- We lead by example and through our actions.
- We encourage open discussion and active listening.
- We share information openly, while protecting sensitive information.
- We are able to say 'no' when we need to, and why we cannot meet the request.