

POSITION DESCRIPTION

Academy Executive Officer

(Note: this role has the seniority of a Programme Manager within the Society)

Position purpose:

To provide effective support of the Academy Executive Committee, and manage the activities overseen by that Committee, including electing Fellows, assessing candidates for Companion, and adjudicating medals, awards and grants.

Relationships:

Reports to: Chief Operating Officer (COO)

Internal: Chief Executive
Membership Co-ordinator
Other Academy and Operations team members
Other Society staff

Within Society: Academy Executive Committee
Society Council (as required)
Society Fellows (including Honorary Fellows), Companions and other Members

External: New Zealand research organisations and key individuals within; other Royal Society stakeholders; some overseas Academies

Financial Authority:

As per delegations and allocated budget.

Key Tasks and Accountabilities:

- Act as the secretary to the Academy Executive Committee (AEC), taking responsibility, under the guidance of the Chair of the AEC, for preparation of meeting papers, minute taking, implementation of decisions made, reporting to the Society Council;
- Work with the Chair and Deputy Chair of the AEC and the Chief Executive to provide advice to the AEC to ensure that the Academy Bylaws and selection processes used by the Society are fit for purpose and consistent with changing global good practice;
- Develop, maintain and implement both operational procedures and a work programme timetable for annual Forums and induction, Fellowship and Companion election processes and the adjudication of Awards and Medals;
- Specify templates and working with the COO, procure the development of fit for purpose web portal(s) for automating Fellowship, Companion and medals and awards processes;
- Maintain Society records of Fellows, Companions and their achievements;

- Develop and appoint (under delegation) suitably diverse evaluation panels and selection committees;
- Act as the custodian of certificates, dies etc., including maintaining stocks and selecting appropriate taonga for relevant awards;
- Work with the Chief Executive to develop and/or support nominations for Royal Honours;
- Manage the application and assessment processes for the Society's portfolio of small grant programmes and funds;
- Provide support as requested by the COO in developing and administering the wider membership of the Society;
- Act as the returning officer for elections for the Society Council and AEC.
- Carry out other related duties as might reasonably be required from time to time.

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 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 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

- 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.

Society Values:

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.

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.

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.

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.

Convivial

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