

## SCHEDULE A — DESCRIPTION OF POSITION AND RESPONSIBILITIES

### Research Assessor

#### 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.

#### RELATIONSHIPS

Reports to: Director – Research Funding

Relationships: Programme Manager – Marsden Fund; Programme Manager – Research Fellowships & International; Programme Manager – Insights & Evaluation; Society Directors and Staff; New Zealand research institutions; individuals as related to the contracts for funds managed by the Research Funding team; and, Governing bodies

#### FINANCIAL SCOPE AND AUTHORITY

- Budget expenditure nil

#### 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 rounds

- 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**

- 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**

Competencies
<p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Builds cooperative effective relationships internally and with other external individuals and groups and takes responsibility for facilitating positive outcomes.</li> <li>• Has the ability to network widely and form partnerships across government, science, creative and business sectors.</li> <li>• Participates effectively as team member in wider, diverse and cross-disciplinary teams, which may involve external participants.</li> <li>• 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.</li> <li>• Encourages contributions by being receptive to new ideas, listening to everyone's opinions and explaining why some contributions cannot be acted on.</li> </ul>
<p><b>Delivers Results</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Sets clear and realistic objectives.</li> <li>• Self-motivated with ability to work with little or no supervision.</li> <li>• Extends oneself. Meets deadlines.</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility for developing and maintaining relationships that enhance their performance and further the Society's goals.</li> <li>• Relates well to people inside and outside the organisation and builds appropriate rapport.</li> <li>• Proactively and effectively manages internal and external relationships, working in partnership with a wide range of stakeholders, adding value to business decisions.</li> <li>• Understands the values, needs and aspirations of current and potential clients/partners.</li> </ul>

INTERNAL VALUES
<b>Respectful</b> <ul style="list-style-type: none"> <li>• We seek, embrace and value diversity;</li> <li>• We are kind and we take an interest in others' wellbeing; and</li> <li>• We are open to new ideas and we listen to others.</li> </ul>
<b>Proactive</b> <ul style="list-style-type: none"> <li>• We plan and look ahead;</li> <li>• We think ahead of the curve;</li> <li>• We look for opportunities and anticipate problems;</li> <li>• We accept mistakes; and</li> <li>• We have a mind-set of growth, creation and innovation.</li> </ul>
<b>Collaborative</b> <ul style="list-style-type: none"> <li>• We listen, share and embrace others views;</li> <li>• We ask for input and offer assistance;</li> <li>• We actively collaborate on projects to ensure the best outcome; and</li> <li>• We actively build trust with internal and external stakeholders.</li> </ul>
<b>Acting with integrity</b> <ul style="list-style-type: none"> <li>• We stand up for what is right;</li> <li>• We listen;</li> <li>• We tell the truth;</li> <li>• We show discretion and respect confidences;</li> <li>• We stand firm when required and follow through on promises and commitments; and</li> <li>• We provide frank and fearless advice.</li> </ul>
<b>Convivial</b> <ul style="list-style-type: none"> <li>• We are a family of colleagues;</li> <li>• We participate and we take an interest in the work of each other; and</li> <li>• We support each other and celebrate success.</li> </ul>