

POSITION DESCRIPTION

POSITION TITLE:	Senior Researcher	
REPORTS TO:	Director	
APPROVED:	_____	_____
	Director	Date
ACCEPTED:	_____	_____
	Employee	Date

ROLE SUMMARY

PURPOSE OF THE POSITION	To support the successful performance of Te Atawhai o Te Ao by providing research services.
PRINCIPAL ACCOUNTABILITY	In conjunction with the Administrator and Director: <ul style="list-style-type: none"> • Provide research management for all research programmes of Te Atawhai o Te Ao

Key Performance Areas	Key Tasks	Key Results Areas
Research Projects (.4 FTE)	<ul style="list-style-type: none"> • Lead and manage research projects, including developing project plans, methodologies, and research outputs, including reporting. 	<ul style="list-style-type: none"> • To be confirmed.
Māori Research Programme (.1 FTE)	<ul style="list-style-type: none"> • Develop and lead the implementation of a Māori Research Programme for Māori in Schools. 	<ul style="list-style-type: none"> • A comprehensive plan for a Māori Research Programme including development of a curriculum and evaluation.

Post-grad Support Group (.1 FTE)	<ul style="list-style-type: none"> Develop and lead a post-graduate support group for Māori involving writing retreats and a support line. 	<ul style="list-style-type: none"> A comprehensive plan for a post-grad support group including calendar of writing retreats, and support line has been developed. Two writing retreats have been held and evaluated.
Scholars Training (.1 FTE)	<ul style="list-style-type: none"> Develop and manage a training programme for indigenous scholars involving workshops and seminars. Facilitate scholars training workshops and seminars. 	<ul style="list-style-type: none"> A comprehensive plan for a scholars training programme including a curriculum has been developed and actioned. Two workshops have been held and evaluated.
Dissemination (0.2 FTE)	<ul style="list-style-type: none"> Lead and contribute to the production of research outputs including literature reviews, journal articles, and research reports. 	<ul style="list-style-type: none"> All research projects have a published literature review, journal article, and report. Contribution to research outputs through writing, proof-reading and editing processes.
Professional Development (0.1 FTE)	<ul style="list-style-type: none"> Engage in a professional development programme that meets personal and organisational needs. Participate in the organisation's performance development process. 	<ul style="list-style-type: none"> To be determined between Senior Researcher and the Director.
General	<ul style="list-style-type: none"> Carry out other duties as negotiated with the Director of Te Atawhai o Te Ao 	
Health and Safety in Employment	<ul style="list-style-type: none"> Comply with all safe work procedures, policies and instructions within the location of work Report all incidents hazards and injuries to supervisors in a timely manner 	

FUNCTIONAL RELATIONSHIPS

Key Contacts (internal):

- Board
- Director
- Research Manager
- Communications

- Administrator
- Researchers
- All other Te Atawhai o Te Ao employees

Key Contacts (external):

- Suppliers
- Whānau, hapū, iwi, community

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