

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Research Manager	
<b>REPORTS TO:</b>	Director	
<b>APPROVED:</b>	_____	_____
	Director	Date
<b>ACCEPTED:</b>	_____	_____
	Employee	Date

### ROLE SUMMARY

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

Key Performance Areas	Key Tasks	Key Results Areas
<b>Relationship Management (.2 FTE)</b>	<ul style="list-style-type: none"> <li>• Manage contracts related to all research programmes.</li> <li>• Manage all project budgets and Memorandum of Understanding for all research programmes.</li> <li>• Manage scholarships and fellowships.</li> <li>• Collate all research outputs, including project outputs and non-project outputs.</li> <li>• Submit reports to funders</li> </ul>	<ul style="list-style-type: none"> <li>• All contract reports are submitted on time and final draft of HRC yearly report completed.</li> <li>• Proof of three living Memorandum of Understanding.</li> </ul>

	as required.	
<b>Grant Writing (.4 FTE)</b>	<ul style="list-style-type: none"> <li>Lead the application process for research grants pertinent to the organisation's research.</li> </ul>	<ul style="list-style-type: none"> <li>The organisation has applied for at least 2 research grants.</li> <li>Proposals for funding submitted fully and in a timely manner.</li> </ul>
<b>Research Management System (.2 FTE)</b>	<ul style="list-style-type: none"> <li>Lead the transition of the organisation's research system to an integrative research management system.</li> </ul>	<ul style="list-style-type: none"> <li>Further analysis of the high-level challenges are conducted.</li> <li>An implementation plan has been developed and actioned.</li> </ul>
<b>Strategic Management (0.1 FTE)</b>	<ul style="list-style-type: none"> <li>Manage the Strategic Plan, Business Plan, and Annual Plans.</li> </ul>	<ul style="list-style-type: none"> <li>The Strategic Plan, Business Plan, and Annual Plans are updated, monitored, and executed as outlined.</li> </ul>
<b>Professional Development (0.1 FTE)</b>	<ul style="list-style-type: none"> <li>Engage in a professional development programme that meets personal and organisational needs.</li> <li>Participate in the organisation's performance development process.</li> </ul>	<ul style="list-style-type: none"> <li>To be confirmed.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Carry out other duties as negotiated with the Director of Te Atawhai o Te Ao</li> </ul>	
<b>Health and Safety in Employment</b>	<ul style="list-style-type: none"> <li>Comply with all safe work procedures, policies and instructions within the location of work</li> <li>Report all incidents hazards and injuries to supervisors in a timely manner</li> </ul>	

### 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