

POSITION DESCRIPTION

POSITION TITLE:	Research Manager	
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 (TAOTA) by providing research management 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 Result Areas	Key Tasks	Key Performance Areas
Relationship Management (0.2 FTE)	<p>Manage contracts related to all research programmes.</p> <p>Manage all project budgets and Memorandum of Understanding for all research programmes.</p> <p>Manage scholarships and fellowships.</p> <p>Collate all research outputs, including project outputs and non-project outputs.</p> <p>Submit reports to funders as required.</p>	<p>All contract reports are submitted on time and final draft of HRC yearly report completed.</p> <p>Proof of three living Memorandum of Understanding.</p>

Grant Writing (0.4 FTE)	Lead the application process for research grants pertinent to the organisation's research.	The organisation has applied for at least 2 research grants. Proposals for funding submitted fully and in a timely manner.
Research Management System (0.2 FTE)	Lead the transition of the organisation's research system to an integrative research management system.	Further analysis of the high-level challenges are conducted. An implementation plan has been developed and actioned.
Strategic Management (0.1 FTE)	Manage the Strategic Plan, Business Plan, and Annual Plans.	The Strategic Plan, Business Plan, and Annual Plans are updated, monitored, and executed as outlined.
Professional Development (0.1 FTE)	Engage in a professional development programme that meets personal and organisational needs. Participate in the organisation's performance development process.	To be confirmed.
General	Carry out other duties as negotiated with the Director of TAOTA	
Health and Safety in Employment	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):	Key Contacts (external):
Director Research Manager Business Manager Administrator Other Researchers All other Te Atawhai o Te Ao employees	Whānau, hapū, iwi, community Researchers Universities, polytechs, research institutes Contractors Research funders Government departments Health providers