

POSITION DESCRIPTION

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

ROLE SUMMARY

PURPOSE OF THE POSITION	To support the successful delivery of the research projects at Te Atawhai o Te Ao (TAOTA) by providing professional research services.
PRINCIPAL ACCOUNTABILITY	In conjunction with the Researchers and Director: <ul style="list-style-type: none"> • Achieve the outcomes and objectives of the research programmes at TAOTA

Key Result Areas	Key Tasks	Key Performance Areas
Research Projects (0.7 FTE)	<p>Participate in the design, implementation and monitoring of research projects.</p> <p>Ensure compliance with Tikanga Rangahau, administrative processes and overall research objectives.</p> <p>Support the dissemination of research findings.</p>	<ul style="list-style-type: none"> • Conduct Kaupapa Māori research as directed, and in accordance with Tikanga Rangahau guidelines and protocols across research projects • Prepare and contribute to research dissemination work, including seminars, publications and other appropriate research outputs • Support and mentor others working on research projects

	Grow research capability in others.	<ul style="list-style-type: none"> • Work in and engage with relevant Māori communities in a respectful manner • Attend project and other related hui, and prepare and present project reports • Support the Research Manager to monitor project budgets and progress
Research Proposal writing (0.2 FTE)	Explore potential projects for research and support the development of research proposals.	<ul style="list-style-type: none"> • Actively prepare and submit applications for research funding (at least 4 applications per year) in conjunction with the Research Manager • Attend training for grant writing and hui related to research funding
Personal & Professional Development (0.1 FTE)	Engage in a professional development programme that meets personal and organisational needs	(to be agreed upon with the Director)
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	Whānau, hapū, iwi, community
Research Manager	Researchers
Business Manager	Universities, polytechs, research institutes
Administrator	Contractors
Other Researchers	Research funders
All other Te Atawhai o Te Ao employees	Government departments
	Health providers