

<b>Position Title:</b>	Science Contracts Manager
<b>Reports To:</b>	NZAGRC Director (Domestic)
<b>Direct Reports:</b>	Nil
<b>Group:</b>	NZAGRC
<b>Key Relationships:</b>	AgResearch, Ministry for Primary Industries, NZAGRC Business Partners and Governance Groups, National and International Agricultural Research Organisations, Ministry for Business, Innovation and Employment, The Pastoral Greenhouse Gas Research Consortium
<b>Location:</b>	Grasslands Campus, Palmerston North

## WHO WE ARE

The New Zealand Agricultural Greenhouse Gas Research Centre (NZAGRC) is a government funded initiative designed to accelerate the discovery of new technologies and practices to reduce agricultural greenhouse gas emissions (GHG). The NZAGRC was founded in 2009. It funds research into reducing methane and nitrous oxide emissions and increasing soil carbon sinks and helps ensure that New Zealand has the necessary equipment and personnel to undertake world leading research in the agricultural GHG area. It is a partnership between AgResearch, DairyNZ, Manaaki Whenua / Landcare Research (LCR), Lincoln University, Freshwater and Ocean Science (NIWA), Pastoral Greenhouse Gas Consortium (PGgRc), Plant and Food Research and Scion. AgResearch is the “host” provider. Funding for the NZAGRC is provided by the Ministry for Primary Industries (MPI) and the Ministry of Business, Innovation and Employment (MBIE).

In addition to funding and co-ordinating domestic GHG research the NZAGRC is responsible for coordinating New Zealand’s science input to the Global Research Alliance (GRA), a 66-country international partnership dedicated to mitigating agricultural GHG’s. The NZAGRC assist MPI in contracting, monitoring and delivering the science conducted by this initiative.

## POSITION SCOPE & PURPOSE

To undertake contract negotiation, contract monitoring and contract reporting of projects funded out of the domestic NZAGRC fund and from the New Zealand International GRA Fund.



This role will be accountable for the day-to-day operational decisions working alongside the Director (Domestic) and the Director (International).

## **Working with Partners and Stakeholders**

Ensure co-ordination of all documentation required for reporting to funders of NZAGRC and GRA programmes.

Liaise with partners and funders regarding the administration of research contracts.

## **Business Planning and Project**

Manage administration and business issues in relation to NZAGRC.

Turn science ideas into contract-ready projects.

Manage, negotiate and draft research contracts.

Supporting contractors to deliver on agreed milestones and reporting exceptions, risks, progress with escalation of issues as necessary.

Assist with preparation and compilation of monthly, quarterly, and annual reports to the NZAGRC internal Governance and Advisory groups and the Ministry of Primary Industries on science and financial performance.

Assist with the management, monitoring and analyse of the NZAGRC financial and business performance.

Inform the business planning and resourcing process.

Ensure that all data generated by research projects is administered in accordance with the NZAGRC data storage policy.

In accordance with the Centres Intellectual Property (IP) policy, ensure relevant IP is identified, managed and maintained.

## **Communications**

Assist in the production of NZAGRC publicity and promotional material.

## **Research Strategy and Delivery**

Assist the Director (Domestic) and (International) on the development of the NZAGRC research strategy and associated science and business plans.



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## KEY ACCOUNTABILITY AREAS

### Contract Initiation and Management

- Work with science project proposers to develop contractable deliverables that can be objectively monitored.
- Monitor projects to ensure delivery against contract; suggest remedial action where contracted deliverables are not being met.
- Report quarterly and annually on each contract.
- Manage IP and data in line with NZAGRC policies.

### Client Relationship Development

- Develop open and active communications with the scientists funded by the NZAGRC.
- Work with MPI and MBIE to develop reporting protocols that meet the needs of all parties in the most efficient manner.
- Liaise with the NZAGRC Governance and Advisory Groups so that they are kept well informed of science and financial performance.

### HEALTH AND SAFETY

- Maintains current knowledge of AgResearch's Health and Safety Management policies, systems, and procedures.
- Ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Identifies and reports any hazards, near misses or incidents as per prescribed policy and procedures.
- Demonstrates safe workplace behaviour by taking all practicable steps to ensure own and other's safety in the workplace.
- Attends scheduled Health and Safety training and development initiatives on a regular basis.

### ORGANISATIONAL OBJECTIVES

- Applies and implements prescribed project management methodology into all project work.
- Applies principles of continuous improvement by taking ownership for identification, analysis and investigation of work-related matters with the intent to improve, manage compliance and initiate best practice in our place of work.
- Actively participates in and contributes to performance conversations and personal development.
- Embraces the AgResearch Values framework and develops own behaviours to support



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these Values on a continuous basis.

- Takes responsibility to understand and apply AgResearch policy, processes, systems, and procedures on a daily basis.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- Performs additional tasks, duties and/or responsibilities as directed by your people leader.
- Assists and supports AgResearch business across different science groups and business units, as agreed with your people leader.

## PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

### EDUCATION & QUALIFICATIONS

- MSc or PhD in relevant science discipline.
- 3 years relevant commercial / business experience in a science organisation.

### CAPABILITIES & EXPERIENCE

- Demonstrated understanding of science process, including negotiating and managing science contracts.
- Excellent project management and monitoring skills.
- Commercial awareness and professional acumen.
- Demonstrated ability in building relationships in science, policy and industry.
- Highly computer literate in the Microsoft Office suite of programmes.
- Action Orientation - demonstrates a readiness to make decisions, take initiative and originate actions.
- Client Focus – puts the client first and is eager to please them. Works hard to meet client needs and look after their interests.
- Commercial Awareness - understands and applies commercial and financial principles.
- Communication – speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner using appropriate grammar, style and language for the reader.
- Persuasiveness – influences, convinces or impresses others in a way which results in acceptance, agreement or behaviour change.
- Problem Solving and Analysis – analyses issues and breaks them down into their



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component parts. Makes systematic and rational judgement based on relevant information.

- Strategic – demonstrates a broad view of issues, events and activities and a perception of their longer-terms impact or wider implications.
- Detail Orientation – demonstrates an ability to consistently produce high quality work that addresses the diverse requirements of multiple stakeholders.
- Knowledge and interest in New Zealand pastoral agricultural activities.
- Follows rigorous development and documentation procedures.
- Has a clear understanding of the principles behind intellectual property.



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## COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Accepts responsibility for one’s actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – these are the competencies required to perform this role.	
Decision Making	Uses sound judgment to make timely and effective decisions.
Delegating	Assigns work to others based on tasks, skills, and workloads.
Driving Change	Champions new methods, systems, and processes to improve performance.
Influencing Others	Persuades others to help achieve organisational goals and objectives.
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Managing Conflict	Resolves hostilities and disagreements between others.
Managing Resources	Coordinates people and financial and material capital to maximise efficiency and performance.
Solving Problems	Identifies solutions given available information.
Taking Smart Risks	Evaluates trade-offs between potential costs and benefits and acts accordingly.
Team Building	Assembles productive groups based upon required skills, goals and tasks



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