

# Position Description



<b>Position Title:</b>	Centre Services Manager – Fixed Term (Parental Leave)
<b>Reports To:</b>	Executive Director
<b>Direct Reports:</b>	4-6
<b>Group:</b>	New Zealand Agricultural Greenhouse Gas Research Centre (NZAGRC)
<b>Key Relationships:</b>	NZAGRC Leadership team, AgResearch, Ministry for Primary Industries (MPI), AgriZero, NZAGRC Business Partners, national agricultural research organisations, equipment suppliers and maintenance experts.
<b>Location:</b>	Grasslands Campus, Palmerston North

## WHO WE ARE

The NZAGRC aims to discover, develop, and make available practical and cost-effective technologies and practices for New Zealand farmers and growers to reduce agricultural greenhouse gas emissions. It is a core component of the new Centre for Climate Action on Agricultural Emissions and is a key part of the Government's approach to improve the understanding and management of agricultural greenhouse gases.

NZAGRC staff are employed by AgResearch, a Crown Research Institute that is dedicated to making a difference to the future of New Zealand by delivering world-leading research and through complex problem solving across diverse agricultural areas. AgResearch is respected by the scientific community for thought leadership, trusted by industry partners for the value added to the sector, and admired by farmers and governmental stakeholders for helping keep New Zealand at the forefront of global agriculture excellence.

In addition to an extensive domestically focused research programme, the NZAGRC coordinates New Zealand's science input into the international Global Research Alliance (GRA) on Agricultural Greenhouse Gases, co-chairs its Livestock Research Group (LRG), and leads a capability building programme with countries in South-East Asia and Africa.

## POSITION PURPOSE & SCOPE

The Centre Services Team Leader is responsible for leading a high-performing team in the Centre's service activities. These include finance, communications, leasing out infrastructure and Centre-wide reporting (e.g. to MPI as the principal funder). The role supports the Executive Director as an integral part of the Leadership Team in setting NZAGRC strategy with a particular focus on meeting external funders' expectations including accountability for expenditure, communications, and national infrastructure management. The role also has a key function of ensuring a strong and effective relationship with AgResearch as NZAGRC host and MPI as the primary funder.



## KEY ACCOUNTABILITY AREAS

### LEADERSHIP

- Supports the Executive Director in ensuring that the Centre functions efficiently and effectively in delivering outcomes nationally and internationally.
- As required acts as the acting Executive Director when the incumbent in this position is on leave or away from site due to business commitments.
- Provides leadership that secures support, both internally and externally for the organisation's strategy and performance.
- Works with the Executive Director as an integral part of the Leadership Team to ensure that excellence is a core value of the NZAGRC and clearly demonstrated in its work.
- Looks for methods to improve quality, efficiency, and productivity, reduce costs, increase profitability, or improve control measures.
- Promotes and exemplifies a culture of collaboration, innovation, and high productivity throughout the NZAGRC.
- Develops and drives a high-performing, end-user, and outcome-focused team culture, recruiting and developing members, through regular review and feedback discussions and rewards as appropriate.
- Provides timely support, guidance, and authorisation to team members in fulfilling their allocated roles.
- Provides thought leadership in respect of business system trends and expertise in respect of improved effectiveness and efficiency.
- Provides timely, accurate, and complete reports on the operational functions of the NZAGRC.
- Champions the AgResearch and NZAGRC values by living and role modelling these in all aspects of work and encouraging others to do so.
- Enhance the employee experience by building strong connections with direct reports and defining performance expectations, providing regular feedback, both positive and constructive, rewarding, and recognising team members appropriately, and dealing with any performance concerns as they arise.
- Lead a high performing team by coaching, developing, and managing employees to deliver innovative solutions.
- Support employee's professional development to achieve the required profile capabilities and deliver performance objectives.
- Support and shape an inclusive, collaborative culture within the team and across the NZAGRC.



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- Establish and commit to long-term strategies that play to our strengths and create commercial growth.
- Be open and transparent, and coach direct reports to maximise their strengths.
- Value people's differences and create a safe space for them to work, and for new ideas to thrive.
- Provide clear leadership and support to direct reports so they understand and buy into organisational change.
- Act as a change agent and champion for relevant strategic initiatives to ensure organisation wide understanding and acceptance.
- Work with the People and Culture team to develop and deliver educational material to upskill broader team capability.

## WORKING WITH NZAGRC EMPLOYEES, PROVIDERS, FUNDERS AND PARTNERS

- Ensures NZAGRC and AgResearch staff work together effectively to deliver accurate and timely management of NZAGRC financial processes (e.g. budgets, invoices and payments, contract financial management) within an annual budget of \$40 - \$50 million.
- With support from the NZAGRC's science leadership, ensures effective management of research infrastructure including preparing the budget for new equipment purchases and leasing. Liaises with equipment suppliers, maintenance contractors, equipment holders and users to ensure the maximum use and equitable availability of measurement equipment for agricultural greenhouse gas emissions across New Zealand.
- Drives effective communications and engagement by working with the NZAGRC Leadership Team and AgriZero to ensure the effective use of communications channels and resources in promoting the Centre's work and supporting uptake of knowledge by users. One direct report shared 50/50 with and employed by AgriZero.
- Ensures regular reporting of the NZAGRC's activities is delivered on time and to the necessary standard and all information is carefully documented and stored.

## BUSINESS PLANNING AND PROJECT

- Assists the Executive Director and Leadership Team with developing the NZAGRC strategy and implementation plans.
- Understands and actively engage with the NZAGRC's commitment to Te Tiriti partnership.
- Manages and prepares relevant parts of monthly, quarterly, and annual performance reports to the NZAGRC's Board.
- Contributes to planning, managing, monitoring, and analysing the NZAGRC financial and business performance.
- Works collaboratively to develop and/or improve systems, processes, controls, and procedures that improve the overall efficiency of the organisation.



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## HEALTH, SAFETY AND WELLBEING

- Maintain current knowledge and comply with all AgResearch's health, safety, and wellbeing (Te Whare Tapa Whā), policies, frameworks, systems, and procedures.
- Support the health and wellbeing of your team to ensure they are productive and engaged.
- Demonstrate safe workplace behaviour by taking all practicable steps to ensure own and others' safety in the workplace.
- Maintain current knowledge of AgResearch's Health and Safety Management policies, systems, and procedures and ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Identify and report any hazards, near misses or incidents as per prescribed policy and procedures.
- Ensure proactive and effective workplace injury management and ensure the appropriate rehabilitation and support for employees.
- Attend 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 to improve, manage compliance and initiate best practices in our place of work.
- Actively participates in and contributes to performance conversations and personal development.
- Takes responsibility to understand and apply AgResearch policy, processes, systems, and procedures daily.
- Commits to accurate and timely information sharing and recordkeeping per organisational standards.
- Ensure that all information created or received during your work (and your team's work) is managed per AgResearch Information Management policy. This includes naming, storing, classifying, and ensuring it is available to other staff per the policy.
- Performs additional tasks, duties and/or responsibilities as directed by the Executive Director.



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## PERSON SPECIFICATIONS

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

### EDUCATION & QUALIFICATIONS

- Post-graduate qualification or equivalent experience in a relevant science or business discipline.

### CAPABILITIES & EXPERIENCE

- 10+ years of relevant commercial / business experience in a science or technical organisation.
- Demonstrated experience leading and developing a high-performing team, projects, and resources.
- Demonstrated experience of financial processes and their control.
- Demonstrated experience in procuring equipment.
- Demonstrated ability to build and maintain relationships and communicate effectively in science, policy, and/or industry.
- Commercial awareness and professional acumen.
- Fosters a success-oriented, accountable environment within the organisation.
- Comfortable working at a big picture level while ensuring rigorous development and documentation procedures are followed.
- Excellent project management and monitoring skills.
- Demonstrate a commitment to and respect for the principles of Te Tiriti o Waitangi.
- Competent in the Microsoft Office suite of programmes.
- An ability to operate within recognised safety standards to ensure personal and team safety.
- Knowledge and interest in New Zealand pastoral agricultural activities.



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## COMPETENCIES

Organisational-wide competencies that the organisation determines 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.

