

Position Description



Position Title:	Principal Advisor / Senior Advisor – Fixed Term
Reports To:	Executive Director, NZAGRC
Direct Reports:	Nil
Group:	New Zealand Agricultural Greenhouse Gas Research Centre (NZAGRC)
Key Relationships:	NZAGRC Leadership team, AgResearch, Ministry for Primary Industries (MPI), AgriZero, NZAGRC Business Partners
Location:	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 Principal Advisor / Senior Advisor will play a critical role in helping to shape our capability work under our new strategy. Capability is a crucial enabler for emissions reduction research and the NZAGRC makes targeted investments in this area as well as maintaining oversight of national capability. The NZAGRC has commissioned the development of a National Capability Plan. This will include specific recommendations and actions to address research capability needs. Key areas of focus for this position are being the key NZAGRC team member managing the contract and ensuring robust input into the project from the NZAGRC team and key stakeholders and experts developing the National Capability Plan; refreshing our stakeholder engagement approach and developing a strong forward strategy for engagement; and reviewing our rural professional training approaches to ensure these are optimised for impact. This position will be fixed term for a period of 6-9 months.



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KEY ACCOUNTABILITY AREAS

RURAL PROFESSIONAL TRAINING AND DEVELOPMENT

- Undertake a review of the NZAGRC's current training, tools and resources for rural professionals to ensure that it is fit for purpose and relevant for the future.
- Engage with key NZAGRC employees and rural professionals to gauge their feedback on our current provision for training and development and develop a forward plan.
- Provide the NZAGRC Executive Director with a summary report of the findings and any appropriate recommendations.

NATIONAL CAPABILITY PLAN PROJECT MANAGEMENT

- Work closely with the external provider the NZAGRC has engaged to deliver a strategic National Capability Plan.
- Liaise with key NZAGRC employees and stakeholders to ensure effective input into the development of the National Capability Plan.
- Coordinate the input from key NZAGRC employees, together with the project steering committee, to ensure that we have a strong and fit for purpose product, and ensure an actionable plan is delivered

STAKEHOLDER ENGAGEMENT

- Work closely with the NZAGRC team to develop an effective stakeholder engagement approach and action plan, including engaging with the leadership team and strong alignment to our communications specialists.
- Support NZAGRC to deliver on the outcomes of our strategy by building and maintaining strong relationships with key stakeholders such as Māori, government, and non-government organisations.
- Create and maintain effective inter-agency and sector relationships.
- Identify through collaboration with the NZAGRC what resources are required to ensure our strategic stakeholder engagement is robust and fit for purpose going forward.

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



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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.

INFORMATION MANAGEMENT

- Ensure that all information created or received during the course of your work is managed as per AgResearch Information Management Policy. This includes naming, storing, classifying, and ensuring it is available to other employees as per the Policy.



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PERSON SPECIFICATIONS

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

EDUCATION & QUALIFICATIONS

- A relevant tertiary qualification is essential.
- An understanding of the New Zealand science and education systems is essential.

CAPABILITIES & EXPERIENCE

- Previous experience in the analysis of capability requirements for a specific target group is essential.
- Proven project management and leadership skills.
- Proven ability to provide specialist knowledge, and experience in a manner that assists the development of good policy.
- Strong skills in strategy and systems approaches.
- Proven ability to build and maintain strong working relationships with a diverse range of people
- An ability to work independently and have excellent time management and organisational skills.
- Strong analytical ability: a capacity to quickly identify and clearly express core elements of an issue or proposal.
- An ability to build and maintain effective relationships across a range of groups and stakeholders.
- Excellent verbal and written communication skills.
- Ability to influence and persuade, using a variety of techniques.
- Significant experience working with the Microsoft Office suite of products.



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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 for Results	Accomplishing 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.	
Business Insight	Applies business knowledge to achieve organizational goals and objectives
Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations
Decision Making	Uses sound judgment to make timely and effective decisions
Developing People	Provides support, coaching, training, and career direction to others
Driving Change	Champions new methods, systems, and processes to improve performance
Flexibility	Changes direction as appropriate based on new ideas, approaches, and strategies
Influencing Others	Persuades others to help achieve organizational goals and objectives
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding
Processing Information	Gathers, organises, and analyses diverse sources of information
Professionalism	Acts in accordance with job-related values, principles, and standards
Solving Problems	Identifies solutions given available information



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