

# Position Description



<b>Position Title:</b>	Senior Science Advisor/Science Advisor – Fixed Term
<b>Reports To:</b>	Principal Scientist Lead
<b>Direct Reports:</b>	Nil
<b>Group:</b>	New Zealand Agricultural Greenhouse Gas Research Centre (NZAGRC)
<b>Key Relationships:</b>	NZAGRC Science Team, NZAGRC Contracts Management Team, team, AgResearch, Ministry for Primary Industries (MPI), Global Research Alliance ((Special Representative, Secretariat, Council and Livestock Research Group, and international partners), NZAGRC Advisory Groups, New Zealand and international agricultural research organisations.
<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. We are a core component of the Centre for Climate Action on Agricultural Emissions and a key part of the Government's approach to reducing agricultural emissions. In delivering to our vision and objectives we work with research organisations, government, Māori, the agri-industry, and farmers.

We shape, fund and facilitate research that is undertaken collaboratively and responds to Aotearoa New Zealand's unique farm systems and environments. We also invest in and manage overseas projects within New Zealand's aid and global partnerships as part of New Zealand's commitment to the Global Research Alliance on Agricultural Greenhouse Gases.

The Government's expectations of the NZAGRC are increasing, with a larger budget and increased ambition. We are firmly focused on the outcome of tools and technologies for New Zealand farmers and growers as soon as possible.

## POSITION PURPOSE & SCOPE

The Senior Science Advisor/Science Advisor works within the NZAGRC Science Team to deliver the vision and mission of the NZAGRC's domestic and international research programme. The advisor will work across international and domestic programmes, contributing to the shaping of scientific research and development of projects focused on reducing agricultural greenhouse gas emissions.

The Senior Science Advisor/Science Advisor will:



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- Support the NZAGRC Science Team in provision of advice on the direction of the NZAGRC's domestic and international investment portfolio.
- Work with other members of the Science Team to develop research projects that deliver to the NZAGRC Annual Plan and international programmes in support of the Global Research Alliance. This includes contributing to the development of the annual science plan and prioritisation and assessment of proposals received via both negotiated and competitive processes.
- Engage with the Contract Management, and Centre Services Teams to assist in the contracting, monitoring, and reporting of projects.
- Contribute to the preparation of technical and communication and marketing material, for example website content and technical fact sheets.
- Assist in hosting visitors, public presentations, and preparation of peer reviewed journal articles, press articles, and social media content.
- Maintain a research involvement in an area of agricultural greenhouse gas mitigation to demonstrate national and international expertise and credibility.

## KEY ACCOUNTABILITY AREAS

### WORKING WITH PARTNERS AND STAKEHOLDERS

- Contribute to building and maintaining strong relationships with Government
- Help maintain a strong partnership with AgriZero<sup>NZ</sup> to support aligned investments and communications that support getting tools in the hands of New Zealand farmers and growers
- Support communications on the importance of agricultural greenhouse gas mitigation nationally and internationally and profiling New Zealand's efforts to domestic and international stakeholders.
- Contribute to building and maintaining strong relationships with research providers to support the successful development and implementation of solutions for New Zealand farmers and growers.

### BUSINESS PLANNING, FINNACE, REPORTING AND COMPLIANCE PROJECT

- Support the NZAGRC Senior Leadership Team, including contributing to internal monitoring and reporting.
- Assist the Science Team in the provision of reports to the NZAGRC Governance and Advisory Groups on the activities and progress of the science and capability investments that the NZAGRC is responsible for.



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- Assist the Science Team in providing input to the NZAGRC Strategic Plan, Annual Plan, and Annual Report.

## RESEARCH DELIVERY

- Work with research providers to develop fundable research programmes.
- Work with the contracts team, to monitor science progress, assess delivery against milestones and suggest any modifications needed to ensure that science progress is maintained.
- Maintain an involvement in research in an area relevant to the NZAGRC's goal.
- Contribute to the development of technical and communications material for the NZAGRC and the GRA work undertaken by the NZAGRC.
- Help ensure research contracted by the NZAGRC is of the highest standards and meet all stakeholder requirements and expectations.
- Support Contract Managers assess quality and delivery of science inputs against project milestones.
- Apply sound research practices and principles to assess programme quality and delivery.

## 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.



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- 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.



## PERSON SPECIFICATIONS

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

### EDUCATION & QUALIFICATIONS

- A relevant post-graduate tertiary qualification (PhD) is essential.

### CAPABILITIES & EXPERIENCE

- Previous experience (3-5 years) in an area of science with a knowledge of or demonstrated interest in agricultural greenhouse gas issues is essential.
- Experience and or familiarity with the development, monitoring, and administration of research contracts and research outputs.
- Experience in the application of scientific and technical knowledge for the development of applied solutions.
- A high degree of critical thinking skills and the ability to fuse ideas from different disciplines and perspectives.
- Proven ability to apply and implement prescribed project management methodology into all project work.
- An ability to apply principles of continuous improvement.
- A willingness to actively participate in and contribute to performance conversations and personal development.
- Embrace and develop own behaviours to support the AgResearch Values Framework on a continuous basis.
- An ability to work independently and have excellent time management and organisational skills.
- A proven ability to build and maintain effective relationships across a range of groups and stakeholders.
- A willingness to work effectively and collaboratively with the NZAGRC team to ensure success.
- Knowledge and interest in New Zealand pastoral agricultural industries.
- Excellent verbal and written communication skills.
- Significant experience working with the Microsoft Office suite of products.
- A commitment to health and safety, both personally and at an organisational level.



*Our Future*

*Bright Minds*

*Leading the Way*

*Significance*

*Balance*



## 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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