

Position Description | Aro Tūranga Research & Innovation | Te Rōpū Rangahau

Research Consultant | Mātanga Rangahau

May 2020

Research & Innovation | Te Rōpū Rangahau

The role of the Research & Innovation Unit is to support the development of a world-class research environment at UC, by providing end-to-end services which facilitate and support all stages of research and innovation development, from engagement to initial funding through to impact.

The Role | Te Tūranga

The role of Research Consultant | Mātanga Rangahau is focused on maximising and diversifying research income and building the internal and external relationships necessary to maximise investment opportunities. Research Consultants | Mātanga Rangahau provide both a client focused service to university academic staff and Colleges, and connect with external stakeholders, to identify appropriate funding sources and ensure professional applications are submitted to New Zealand and international contestable funding agencies.

Key Relationships | Ngā Tino Hononga

Reporting Relationships

Responsible to: Deputy Vice Chancellor Research

Reports to: Director Research Services

Responsible for: Nil

Functional Relationships

The Research Consultant | Mātanga Rangahau will develop and maintain positive relationships with the following:

Internal Relationships

Who does the job holder work or interact with inside the University	The purpose and frequency of these interactions is to:
Deputy Vice-Chancellor Research	To provide information and advice
Pro Vice-Chancellors	To provide information and advice
HoDs/HoSs	To provide information and advice
College Finance Manager	To provide information and advice
College Research Committee	To provide information and advice
Research Centres/Institutes/Clusters	To provide information and advice
Academic staff	To provide information and advice and assist with preparation of research grant applications

Financial Services	To answer queries and provide information
Human Resources	To seek advice regarding contracts
Research & Innovation staff	Daily, to work effectively as a team to share information, and to exchange ideas about research services to support research and innovation development.

External Relationships

Who does the job holder work or interact with outside the University	The purpose and frequency of these interactions is to:
External Funding Agencies	As required, to seek advice on applications, to promote UC's research and innovation capabilities and impact, and to identify opportunities to develop UC's academic endeavours.
Stakeholders	As required, to promote UC's research and innovation capabilities and impact, and to identify opportunities to develop UC's research.
Collaborating Research Providers	As required, to promote UC's research and innovation capabilities and to identify opportunities and impact, and to develop UC's research.

Salary Range | Kaupeka Utu

This position is in Band 7.

Formal Delegations | Māngai Whakahaere

Human Resources

No formal responsibility for staff.

Financial – Budgetary and Expenditure Limits

In accordance with the Education Act 1989, the University Council and the Vice-Chancellor are able to delegate powers to delegates, who are authorised to take any action or sign any document (subject to any legal requirements and/or protocols of the University) **within the authority of the delegation/s they hold**. For financial transactions, individual delegation limits apply depending on each employee's role and seniority.

Budget Authority

- Authorised to spend from Manager's operating and capital budget to agreed delegation levels (spending may be by purchase order or purchasing card).

Contracts

- No authority to enter into revenue and expenditure contracts on behalf of the University.

Purchase Orders

- Authority to issue purchase orders to the value agreed with the line manager for the role, in conjunction with Financial Services recommendations.

Purchase Card (P-Card)

- Will be issued in line with UC Policy

Key Accountabilities | Kawenga Takohanga

Identify and develop research funding opportunities

Outcome:

University research funding is maximised; University research is enhanced by contributions to the development of and support of the University research strategy.

Key responsibilities include:

1. Establish and maintain relationships, as the key contact person, with identified government and other funding agencies (local, national and international).
2. Act to influence government funding agencies' policy and strategy, for the University's advantage.
3. Act to maximise the University's contestable research income, international funding, and philanthropic funding.
4. Actively identify new funding sources via external sources, and ensure that the information is passed on to the appropriate academic staff, Research Centres/Institutes/Clusters and Business Development Managers.
5. Promote funding agencies and their funding opportunities through internal seminars and other publicity.
6. Identify and foster collaboration with stakeholders including industry co-funders, CRIs, Regional Councils, and government departments.
7. Work closely with other Research & Innovation staff to ensure the best possible advice and service is provided, to maximise funding opportunities.

Supply expert advice on research funding opportunities

Outcome:

Academic staff receive expert advice and are able to take full advantage of funding opportunities.

Key responsibilities include:

1. Actively engage with academic staff to fully understand their areas of expertise and research plans and assist with identification of potential funding opportunities and development of research strategies.
2. Work with Business Development Managers and other staff to encourage collaborative research effort across Colleges and across multiple disciplines to take advantage of funding opportunities as they arise.
3. Assist Colleges and UC's Research Centres/Institutes/Clusters to align their strengths and their research strategy to the research funding environment.
4. Provide advice to College Research Committees with regard to research funding.

Build and maintain key relationships with external research funding agencies

Outcome:

University relationships with external research funding agencies are developed and maintained.

Key responsibilities include:

1. Develop and manage close relationships and open communication channels with funding agencies.
2. Maintain regular contact with funding agencies in relation to any strategic changes and keep staff abreast of such changes and/or new developments.
3. Promote areas of research strength including those identified in the University's strategic plans to external funding agencies.

Project management of funding applications

Outcome:

Academic staff receive a high level of service throughout the funding application processes.

Key responsibilities include:

1. Manage funding application processes within agreed timeframes.
2. Provide a customer/client focused service to academic staff throughout the application process, including providing advice to academic and general staff on all aspects of the funding application process.
3. Ensure appropriate resources are available to researchers to enable them to develop compelling funding applications.
4. Critique and provide specialist input into applications to ensure suitable fit, particularly in relation to University, funding agency and government priorities.
5. Work with staff to ensure that they are eligible to apply, that the applications comply with both University policy and funding agency guidelines and that the risks are acceptable to the University.
6. Assist with the contract negotiation process between the funding agency, contract holders, Colleges and Departments, and ensure a smooth transition of successful funding applications to post-award colleagues.
7. Assist with the reporting processes for research contracts, to ensure contracts are successfully completed and meet their deliverables.
8. Provide advice, recommendations and submit reports to the Director, DVC Research, and PVCs as appropriate.

Adding value to other business development opportunities

Outcome:

The outcome of research, consultancy, and commercialisation opportunities are maximised.

Key Responsibilities include:

1. Notify the Technology Managers of any new intellectual property opportunities and work with them during the initial stages of development
2. Where further development of IP might be best be achieved through commercially focused investment, work with Technology Managers to seek external funding.

People Prepared to make a Difference | Tangata Tū, Tangata Ora

Outcome:

UC achieves its objectives through a culture that positively supports and empowers our people who are prepared to make a difference.

Key Responsibilities include:

1. Commit to developing and supporting a constructive culture at UC. Participate in and promote activities that seek to understand, build and reinforce the desired UC culture.
2. Reinforce UC's commitment to Health, Safety and Wellbeing:
 - Contribute to a safe environment for you, your colleagues, our students, contractors and visitors; engage with and adhere to the University's Health and Safety policies, procedures and guidelines, in addition to Health and Safety legislation.
 - Take responsibility and action when activities or situations compromise safety and/or wellbeing.
3. Respect and embrace Te Rautaki Whakawhanake Kaupapa Māori (Strategy for Māori Development) and Te Tiriti o Waitangi (Treaty of Waitangi).

4. Contribute to UC's commitment to inclusiveness, participation, recognition, support, and sense of belonging for all students and staff.
5. Contribute to the sustainability efforts of UC through the responsible use of resources and equipment.
6. Participate in projects and other duties as requested to support UC's success.

Professional Development and Review (PD&R) | Whakangungu

The University has a Professional Development and Review Process (PD&R) which is undertaken annually. During this process, the Manager and Staff Member will discuss and agree what contribution the Staff Member is expected to make during the review period towards achieving the University's objectives. Objectives (consistent with the Key Accountabilities and Competencies in this Position Description and the Department/Unit/College's Business Plan); performance measures (indicators of achievement) and the support (including development) required by the Staff Member to achieve these objectives will be agreed.

Research Consultant | Mātanga Rangahau

Education

- Postgraduate degree (NZQA Level 9)
- Project Management or MBA qualification (desirable)

Technical or Professional Knowledge, Skills, and Experience

- Will have a minimum of six years professional work experience including:
 - Development of contestable and negotiated research funding proposals, including budget development
 - Project management experience
 - Use of communication strategies to enhance relationship building between researchers, industry and funding organisations
- Experience working with individuals from a wide variety of backgrounds
- Understanding of basic accounting practices
- High level of competence with the Microsoft Office suite, email and internet
- Ability to understand and use databases

Employment Checks

Candidates who successfully reach the final stages of the selection process for this role may be required to undergo Employment Checks, inclusive of but not limited to Qualification and Criminal History or Police Vetting checks. A satisfactory report from the relevant agency will be a condition of employment. The University will, however, make the final decision as to whether the appropriate standard has been met.

Competencies

These are the abilities, attributes and personal characteristics that the staff member will need to consistently display in order to achieve their Key Accountabilities (KAs) [that is, to do the job effectively]. These competencies describe how someone does the job, whilst KAs describe what is to be done.

Deliver UC's Vision

Aligns efforts and behaviours to UC's shared direction.

Achieve Results

Works constructively to meet or exceed agreed goals.

Engage with Innovation and Continuous Improvement

Supports UC initiatives, identifies continuous improvement opportunities, generates ideas and implements solutions.

Commit to the Continuing Development of Self and Others

Proactively develops knowledge, skills, behaviours and abilities that support UC success.

Be Connected

Develops and utilises collaborative relationships to accomplish goals.

Develop Bicultural Practice

Commits to applying Te Rautaki Whakawhanake Kaupapa Māori (Strategy for Māori Development) at an individual and operational level.

HRPF: Position Description