

UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE:	Kaiurungi Programme Manager
DEPARTMENT:	Research Divisional Office
SCHOOL/ DIVISION:	Research
REPORTS TO:	Deputy Vice-Chancellor, Research
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil

1. PRIMARY PURPOSE OF THE ROLE:

To establish the national Centre of Research Excellence Coastal People: Southern Skies (CPSS) programme of work to ensure the long-term goals and outcomes of CPSS are met.

This entails providing management and support to all aspects of CPSS, including:

- Oversight of CPSS' establishment of the management, administrative and business processes in the strategic areas of Mana Whenua (Our Pūtea), Mana Atua (Our Community), Mana Moana (Our Work) and Mana Tangata (Our People) and translate the strategy into meaningful operational and delivery plans in alignment with the goals and objectives for CPSS.
- Leads and establishes systems and processes to facilitate a culture of mana and kaitiakitanga in alignment with wayfinding leadership principles.

2. ACCOUNTABILITIES:

Mana Whenua (Our Pūtea):

- Establish the management plan for the strategic areas of robust financial systems, leverage research funding and created funding partnerships.
- Oversee and undertake a variety of financial related activities such as: prepare the 3.5 year plan budget in alignment with vision, mission and outcomes of CPSS as well as prepare for the full 7.5 year plan to the value of \$32.5 million to be submitted to TEC; prepare and negotiate this budget alongside the co-Directors, with the partners, researchers and funder; investigate leveraging opportunities internationally and nationally from research funding, industry and iwi.
- Develop funding allocation processes for CPSS across the 7 distinct research funding areas which includes: creation of funding templates; creation of best practice funding assessment templates which adhere to the values of CPSS; creation of project milestone templates; creation of coordinated timelines for a cohesive whole of CPSS approach to funding.

- Coordinate the initial research funding process to allocate project funding upon beginning CPSS on 1 July 2021. This will additionally include implementing the funding process; undertaking a call for proposals; coordinating the assessment committees and assessment templates; communication between the various groups and individuals involved in funded projects and; contributing to contract negotiations with host and partner institutions upon funding.

Mana Atua (Our Community):

- Establish the management plan for the strategic areas of connected communities and partners, governance and advisory, outward facing and public research events.
- Lead the negotiation of partner agreements with tertiary institutions, iwi organisations, non-government partners, non-profit organisations. This will be in close collaboration with DVC R+E at Otago, and the equivalents at all tertiary partners, as well as CEOs of all other non-tertiary organisations.
- Negotiate and implement partner contracts for tertiary and non-tertiary organisations in consultation with Research & Enterprise.
- Maintain key relationships with existing iwi, hapū and whānau partners. This will include visiting partners throughout Aotearoa and engaging in hui including at marae or sites of significance; frequent Zoom, phone calls and emails as required to ensure those aspirations are as closely met as possible within the establishment and; develop a Māori engagement strategy in close collaboration with the Director Office of Māori Development and Associate Deans Māori and equivalents in partner organisations.
- Maintain key relationships with Pacific partners and develop a Pacific engagement strategy in close collaboration with the Director Office of Pacific Development and Associate Deans Pacific and equivalents in partner organisations.
- Create a sustainable community engagement strategy that is embedded across all of CPSS' activities.
- Serve as a point of contact for all communities, partners and stakeholders (including, partner institutions, external collaborators, Māori partners and the funder) during the establishment phase.
- Coordinate and manage the appointment of governance group and CPSS advisory groups, including: coordinating the selection, invitation and appointment of members (in consultation with senior University staff where applicable); preparing terms of reference; negotiating payment schedules; alignment governance group meetings to the appropriate timeline and; preparing papers for initial meeting(s) in consultation with the Governance Chairperson and; ensure management and administrative support is provided to the governance and advisory groups.
- Lead the development of the outreach plan in close consultation with the Division of External Engagement and partner organisations.
- Establishing the marketing and digital strategies and processes in close collaboration with the Division of External Engagement and partner organisations.
- Establish best practice resources and materials for planning and running major CPSS wide events including hui and wānanga; and provide resources and guidelines for partner organisations to effectively and efficiently run their own small events.
- establishing a mechanism for post event analysis and assessment; implement evidence-based performance measures, feedback collection and reports to assess event performance, effectiveness and customer satisfaction.
- Develop a communications plan in collaboration with the Division of External Engagement and partner organisations.

Mana Moana (Our Work):

- Establish the management plan for the strategic areas of carbon neutral, excellent internal processes, deliver excellent research and robust research funding processes.
- Establish the sustainability strategies and processes to ensure CPSS is carbon neutral in close collaboration with the Office of Sustainability.
- Coordinate the planning and development of a 3.5 year plan for CPSS, in collaboration with key partners, stakeholders and CPSS members ensuring outcomes are effectively integrated, this includes: development and negotiation of the non-standard KPIs for the Performance Measurement Framework based on wayfinding leadership with the funder; establishment of tracking and integration infrastructure required for all activities of CPSS and across partner institutions; develop and implement processes for monitoring and data collection for reporting on CoRE activities. This includes the development of appropriate reporting formats for each of the relevant groups such as the governance group.
- Integrating the funding mechanism described in Mana Whenua (Our Pūtea) within the host organisation internal processes in close collaboration with client services and financial services.
- Develop best practice policies, procedures and other management tools for the Centre based upon a wayfinding leadership approach that includes high-level management of all hui in relation to the establishment of CPSS.
- Source IT resources and develop tools for data management and communication that includes data sovereignty principles, strategies and policies, robust intellectual property policies.

Mana Tangata (Our People):

- Diversity and equity, mana enhancing, facilitate leadership, build capacity and capability for Early Career Researchers (ECRs).
- Develop strategies and policies of best practice in relation to diversity and equity based on mana, kaitiakitanga and wayfinding leadership, and this includes hui with all Māori and Pacific researchers, establishing specific goals in relation to diversity and equity.
- Develop strategies and policies in relation to wellbeing and leadership.
- Develop an early career researcher strategy which includes hui with all ECRs to develop networks, and individualised career plans.
- Create a database of individualised career plans for all for members of CPSS which includes up to date profiles and CVs of all members; all digital information such as ORCID, Research Gate, Google Scholar, Twitter for example; document all teaching activity; outreach; Māori language, Pacific language and other languages; existing research funding.
- Establish the mentoring plan.
- Create best practice examples of Māori and Pacific cultural competency training that is embedded within all practices of CPSS.
- Develop and implement a student recruitment plan in consultation with the Directors.
- Alignment of CPSS to government strategies - Tertiary Education Strategy, Ka Hikitia: The Māori Education Strategy, Pasifika Education Plan, Vision Mātauranga, MBIE Diversity in Science Strategy, He Kai Kei Aku Ringa (the Crown-Māori Economic Growth Partnership), and Maihi Karauna (the Crown's Māori Language Strategy).

3. KEY RELATIONSHIPS:

- Internal Directors of CPSS.
- Deputy Directors of CPSS.
- All named researchers and academic staff All DVCs.

- Other executives and managers across the University Advisory and operational support services.
- Shared Services (including AskOtago) Director Office of Māori Development Director Office of Pacific Development.

External:

- Government and non-government departments and their senior executives e.g Tertiary Education Commission, Ministry of Education, Ministry of Primary Industries, Doc, NIWA.
- Iwi, hapū and whānau partners, including Ngāi Tahu, Ngāti Whātua, Ngāti Porou, Te Toki Voyaging Trust, all named partner institutions and researchers including the wider whānau, hapū and iwi of partners. Administration and finance staff of all partner institutions.
- All existing CoREs and NSCs.
- National and international contacts of CPSS including contacts in government, communities and industry.

4. QUALIFICATIONS AND EXPERIENCE:

Essential:

- A proven track record demonstrating the ability to work alongside Māori and Pacific communities including experience negotiating research projects with these communities.
- Experience as a mana enhancing, values led leader.
- Experience of implementing wellbeing principles in the workplace.
- Experience managing large research projects such as a well-funded research centre or organisation in the higher education sector.
- A postgraduate degree.
- A strong understanding of the New Zealand research sector and the available funding sources.
- Experience providing high level focused advice to a broad range of stakeholders from communities to Independent Directors.

Preferred:

Experience working in a university client services role at management level with demonstrated track record in multi-stakeholder management

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Excellent communication skills (both written and verbal) and high-level skills in common business productivity software including WORD, EXCEL, PowerPoint, etc.
- Demonstrated leadership and management ability.
- Financial system knowledge and experience related to the management of large multi-stakeholder research projects worth >\$1M.
- Experience negotiating KPIs and budgets for research projects worth >\$1 M.
- Proven management ability in a complexly governed, multi-site business or enterprise.
- Experience reporting against KPIs, financial reporting undertaken in a robust manner (subjected to audit) and the ability to produce public report documents.
- Proven ability to react to issues and work with the relevant stakeholders to ensure these are resolved in a manner that minimises the risk to the University.
- In-depth knowledge of New Zealand's research funding and tertiary education sector.
- Broad knowledge of University of Otago systems and policies particularly as they relate to management of research projects and funding.

- Extensive existing network within NZ research sector and demonstrated ability to develop and maintain productive client relationships.

Preferred:

- Marketing and website maintenance experience.
- Financial system knowledge and experience gained at a university.

6. SPECIAL REQUIREMENTS:

Flexibility towards working hours is necessary as activity and attendance of community-based hui may be outside normal office hours. Off-campus travel may be required as well as travel to partner locations in Aotearoa.

7. DIRECT BUDGET ACCOUNTABILITY:

Delegated authority over CPSS budget for all management and administrative related activity.

8. MAORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities as well as alignment to CPSS' carbon neutral and kaitiakitanga goals.