

# Senior Research Bidding Advisor



*The Senior Research Bidding Advisor is responsible for providing specialist advice and high-level support to research staff in the development and timely submission of competitive funding applications.*

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| <b>Reports to:</b>     | Research and Contracts Partnerships Team Leader |
| <b>Department:</b>     | Strategy  |
| <b>Group:</b>          | Research Strategy and Partnerships              |
| <b>Tenure:</b>         | Permanent                                       |
| <b>Location:</b>       | Avalon  |
| <b>Direct reports:</b> | Nil   |
| <b>Budget:</b>         | Nil   |
| <b>Career Path:</b>    | Corporate                                       |
| <b>Job Family:</b>     | Business Performance                            |
| <b>Career Step:</b>    | 8   |
| <b>Date:</b>           | December 2022                                   |

## Research and Business Partnerships functions include:

- Research proposals and funding
- Business Development management
- Contract management and negotiation
- Commercialisation and intellectual property management

## Position priorities and responsibilities

### Research

- Keep abreast of research trends by scanning the external environment for trends, best practice and opportunities; share research findings with Research and Contracts Team, and Strategy Manager
- Review papers originating from the Ministry of Business Innovation and Employment (MBIE), Royal Society of New Zealand (RSNZ) and other Government organisations and provide advice on their implications to GNS Science
- Respond to, and where possible, influence research strategy documents prepared by MBIE, RSNZ and other government research funding bodies, working closely with Research and Contracts Team

- Work with members of the Research Strategy and Partnerships Group to identify opportunities where research can inform commercial opportunities or where research opportunities have been identified from commercial work

## Environment scanning

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- Keep abreast of research trends by scanning the external environment for changes in the funding environment and best practice and opportunities; share research findings with Research and Contracts Partnerships Team, and Science Strategy Portfolio Manager
- Review papers on the funding sector originating from MBIE, RSNZ and other Government organisations and provide advice on their implications to GNS Science
- Respond to, and where possible, influence research strategy documents prepared by MBIE, RSNZ and other government research funding bodies, working closely with Research and Contracts Partnerships Team
- Work with members of the Research Strategy and Partnerships Group to identify opportunities where research can inform commercial opportunities or where research opportunities have been identified from commercial work

## Research Funding

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- Secure, in conjunction with scientists and members of the wider GNS bidding team, funding for research from Ministry of Business Innovation and Employment (MBIE), Royal Society Te Apārangi (RSNZ), Earthquake Commission (EQC) and other funding agencies
- Provide expert advice on research funding opportunities, eligibility requirements, fund fit, and application positioning to help secure funding
- Support GNS Science staff to develop and submit high-quality research, science, and technology funding applications, including the provision of specialist advice on proposal alignment with the funding mechanisms investment signals, objectives, and assessment criteria
- Ensure scientists develop and submit research proposals which are aligned with GNS Science's strategic bidding, business, and science direction
- For portal-based proposals, grant access to staff, support proposal upload, and ensure timely submission
- Provide advice on high-risk or complex research or funding proposals
- Project manage high-value or strategic grant or funding applications to ensure deadlines are met
- Coach scientists with the framing and writing of quality research proposals
- Provide support with research proposal subcontract costings, budgets, and CVs, as required
- Provide advice and guidance on path-finding research grants from public funding sources which are aligned with GNS Science's strategic direction

## Research and Contracts Partnerships Team Activities

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- Contribute to monthly reporting and other business analytics as required
- Update and maintain bidding registers, spreadsheets, or databases as per team requirements
- Undertake other projects for your manager, as and when required
- Coach and mentor team members regarding bidding activities
- Assist with and advise on team planning and operations
- Communicate the organisations bidding strategy and internal bidding processes to the wider GNS

## Teamwork

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- Work effectively as a member of the Research and Business Partnerships Department to support other team members and provide coverage of functions
- Work with other team members to ensure workloads are fairly spread and manageable across the Department
- Work with other team members on projects
- Support a positive culture and morale

## Responsibilities of all staff

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- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

## Key working relationships

### Internal:

- General Managers; Theme Leaders; Department Managers; scientists; Planning, Performance, and Reporting Department; Finance team; Legal team; Stakeholder Engagement team; Business and Commercial Partnerships

### External:

- Ministry of Business Innovation and Science, Crown Research Institutes, Royal Society of New Zealand, Earthquake Commission of New Zealand, Government ministries and departments and private funding agencies, subcontractors

## Person specification

### Skills, knowledge and attributes

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- High credibility and a proven track record within a scientific organisation
- Strong results orientation and record in driving high performance
- Advanced knowledge of New Zealand's research funding system
- Excellent written and oral communications skills, including the ability to write in plain English
- An ability to quickly establish and build strong working relationships and develop trust and credibility with managers and staff and stakeholders outside of the organisation
- High level of accuracy and attention to detail
- High level ability to prioritise workloads and time management skills
- Demonstrated understanding of accurate records management to meet both business and legislative requirements
- Able to manage and drive activity through times of ambiguity
- Develops builds and maintains effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)

## Experience

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### Essential:

- Experience in the New Zealand research funding sector
- Experience in leading or supporting proposal development for relevant New Zealand contestable funding

### Desirable:

- Experience in leading or supporting proposal development for the MBIE Endeavour Fund and RSNZ Marsden Fund
- Previous employment in science research management (government, CRI, or university research office)
- Project management experience
- MS Access database experience
- Several years post PhD research experience

## Qualifications

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### Essential:

- A PhD in science relevant to GNS Science, or a PhD in science and several years' relevant experience with the New Zealand researching funding sector

## Performance Dimensions

At a high level, GNS Science recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way we work*. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

## Technical capabilities

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### Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

### Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

### Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.

- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

## Behavioural expectations

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### Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

### Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.