

Challenge Manager

Resilience to Nature's Challenges



The purpose of this position is to provide operational management and strategic support for the Resilience to Nature's Challenges (RNC) National Science Challenge. The Challenge Manager will lead operational support and project management for the RNC Challenge, to ensure the efficient and effective running of the Challenge. This will include, but not be limited to, developing and implementing the business processes to underpin the RNC Challenge; performance monitoring and evaluation; reporting on key performance indicators, milestones and deliverables; coordination of MBIE Challenge Reporting; managing the Challenge's financial processes; managing the administration support team; supporting effective coordination of activities across the Challenge research programmes; supporting the Challenge Director, Science Leadership Team and Governance Group and external advisory groups.

Reports to:	Director, Resilience to Nature's Challenges
Department:	Resilience to Nature's Challenges
Group:	Māori and Stakeholder Relations
Tenure:	Fixed Term to 27 September 2024
Location:	Avalon
Direct reports:	One
Budget:	Nil
Career Path:	Specialist
Job Family:	Community Resilience, Policy, Planning and Advisor
Career Step:	Specialist 2 / GNS Band 7
Date:	September 2022

Position priorities and responsibilities

Provide operational and project management support as part of the Challenge Leadership team, including but not limited to:

Challenge operations and project management

- Develop and implement business and project management processes to ensure the efficient and effective running of the Challenge
- Provide ongoing information and analysis regarding the Challenge's research capabilities, outputs, and outcomes performance for the Director, Governance Group and advisory groups as required
- Provide financial management for the Challenge to ensure all requirements are met, including ensuring timely and accurate budget setting, quarterly, and annual reconciliations and reporting.

- Provide on-going contract management including monitoring, evaluation and performance reporting about contract key performance indicators, milestones and deliverables, and managing any contract variances
- Contribute to the strategic development of the Challenge in support of the Challenge Director, Science Leadership Team, and Governance Group
- Manage the overall administration of the Challenge for the ongoing effective and efficient operation of the Challenge's leadership team, Governance Group and advisory groups
- Manage administration staff reporting to the Challenge Manager, and liaise with other administrative support functions in GNS Science as necessary
- Support the planning and delivery of Challenge events
- Keep the Challenge Director informed proactively of any risks impacting on the successful delivery of the Challenge and deliver timely advice and professional support on prioritisation and resolution of issues

Stakeholder relationships

- Proactively support the establishment and maintenance of collegial and effective relationships among the Science Leadership Team and all Challenge collaborating parties
- Identify common areas of interest across stakeholders and proactively develop opportunities for collaboration to ensure that effort is coordinated and effective
- Develop and maintain a network across the National Science Challenges and MBIE in areas relevant to Challenge operations and management

Responsibilities of all staff

- 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:

- Director, Resilience to Nature's Challenge; Challenge Coordinator; Challenge Science Communications Advisers; Challenge Science Leadership Team; Challenge Governance Group Chair and members; GNS Board, GM Māori and Stakeholder Relations, GNS Science Research Office, Communications, Finance, and HR staff; GNS Science Programme/Project Leaders.

External:

- Contractors to the Challenge Ministry of Business, Innovation and Employment (MBIE); Challenge Parties Group members; Regional Councils, Central Government, Research Contractors to the Challenge, University research offices, End-user agencies, key Challenge stakeholders, other National Science Challenges.

Person specification

Skills, knowledge and attributes

- High level of project management experience, including planning, budgeting, monitoring and evaluation of the delivery of programmes and projects
- Knowledge and experience of working effectively with Māori partners
- Ability to work collaboratively across and within diverse teams and external groups and contribute to an effective collegial working environment
- Excellent skills in both written and oral communication to various audiences (e.g advisory boards, users, science community, public)
- Intellectual curiosity and willingness to gain a broad understanding of the science and mātauranga māori of the RNC mission
- Innovation and a pro-active approach: to identify issues and opportunities, take ownership and provide drive

Experience

- 5+ years in an operations management or a project management role delivering complex multi-agency programmes
- Experience in strategic development of large projects to deliver beneficial outcomes
- Experience with managing research funding
- Experience in drawing upon networks and relationships to achieve collective beneficial outcomes

Qualifications

Essential:

- Tertiary qualification (or equivalent experience) in a related business administration or science field

Other requirements

Essential:

- Availability to travel within New Zealand from time to time

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

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

Leadership

- Leads from the front to foster a strong culture of collaboration and innovation and working effectively with other teams to achieve objectives.
- Develops and manages the performance and capability of the team through effective coaching and development initiatives.
- Sustains the capability and capacity of the team through effective planning and talent management.
- Creates an inclusive working environment that values diversity and wellbeing.

Behavioural expectations

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.