**Landowner Contracts Coordinator**

The Landowner Contracts Coordinator will lead the centralised administration of GNS Science’s contracts with landowners and work with the Legal Department to ensure landowner contracts are up-to-date, legally robust and compliant. This role is particularly focused on landowners who have GeoNet monitoring assets/equipment on their land but may include assets/equipment used by other teams in GNS Science.

The Landowner Contracts Coordinator will work closely with the GeoNet and other GNS Science teams as needed to ensure that communications and engagement on contracting matters are effective and meet the needs of landowners.

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Research and Contract Partnerships Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Research and Business Partnerships</td>
</tr>
<tr>
<td>Group:</td>
<td>Stakeholder Relations</td>
</tr>
<tr>
<td>Tenure:</td>
<td>Permanent Part-time (0.5 FTE)</td>
</tr>
<tr>
<td>Location:</td>
<td>Avalon</td>
</tr>
<tr>
<td>Direct reports:</td>
<td>Nil</td>
</tr>
<tr>
<td>Budget:</td>
<td>Nil</td>
</tr>
<tr>
<td>GNS Band:</td>
<td>3</td>
</tr>
<tr>
<td>Date:</td>
<td>July 2020</td>
</tr>
</tbody>
</table>

Research and Contract Partnerships functions include:

- Research proposals and funding
- Contract processes and management

**Position Priorities and Responsibilities**

**Team Work**

- Work effectively as a member of the Research and Contract Partnerships Team to support other team members and provide coverage of team-level functions
- Work with other team members under the direction of the Team Leader to ensure that workloads are fairly spread and manageable across the team
- Work with other team members on tasks and team projects; work with a team mindset and a customer service mindset with others across the organisation
- Model professional behaviour and support a positive view of the world and our role in it
Landowner contracts

- Work with the Legal Team to ensure contracts are legally robust and compliant.
- Work with the Legal Team to prepare contracts which ensure GNS assets (or GNS-managed assets) can be lawfully installed and accessed for inspection, maintenance and operation.
- Work with the Legal Team to ensure contracts also adequately clarify responsibilities, liabilities and payment regimes for GNS Science and landowners.
- Work with the Finance Team to ensure payments are made promptly, if and when required.
- Work with the Health and Safety Department to ensure all health and safety issues are covered contractually and staff are aware of responsibilities when on other people’s land.
- Alert Science Group staff if regulatory or other changes are likely to affect new and/or existing landowner contracts

Contracting process management

- Work with the Team Leader, and relevant Science Group staff to develop and implement a fit-for-purpose, effective contract management process for GNS Science landowner contracts
- Develop and implement a tracking system for landowner contracts to ensure that GNS Science has an up-to-date overview of contract types, end dates, milestones, and updates
- Working with GeoNet and other Science Group staff, ensure timely and streamlined contract variations and/or new contracts are communicated, negotiated, signed and recorded
- Provide complete and timely contractual documentation to the Contracts Coordinator to ensure that all landowner contract documentation is appropriately filed and archived
- Provide advice and coaching to staff on landowner contract management best practice
- Manage contract close-offs in a systematic manner and maintain adequate desk files (e.g., contracting processes, lessons learned, etc.) to improve overall contracting practices

Landowner relationships

- Working with GeoNet or other Science Group staff, keep a current register of landowners and update the register as land is brought and sold.
- As relevant, provide advice and information to GeoNet or other Science Group staff to ensure effective relationships with landowners with GNS assets/equipment on their land.

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 GNS and its environment evolves.

Key working relationships

Internal:
- Research and Contract Partnerships Team staff, Legal Department, Finance Department, Health and Safety Department, Science Group managers and staff, particularly the GeoNet team

External:
- Landowners, Territorial Authorities, specialist advisors
Person specification

Skills, knowledge and attributes

- Demonstrated contract management expertise
- Familiarity with similar landowner and/or operational contracts
- High level of accuracy and attention to detail
- Strong project management skills
- Demonstrated ability to develop and deliver overview reporting on the contract portfolio
- Strong results orientation and record in driving high performance
- High level ability to prioritise workloads and time management skills
- Effective written communication skills
- Well-developed collaboration and relationship management skills
- Working as a member of a team and working through others
- A willingness to learn and stay up to date with advances in contracting management

Experience

Essential:

- Minimum of 3 years’ experience in a similar role
- Experience in a team tasked with administrative oversight of a large portfolio of contracts of varying complexity
- Experience in administering contract management systems and preferably also experience in setting up and implementing contract administration systems and processes
- A workable understanding of the regulatory requirements that relate to access to land and the erection of assets/equipment on land
- Understanding of the Health and Safety at Work Act and regulatory requirements

Desirable:

- Experience working in a regulatory environment
- Experience working in a legal environment
- Experience of working in a science organisation or similar environment

Qualifications

Essential:

- Tertiary qualification in Law, Commerce, Business Administration or another relevant discipline

Other requirements

- Full drivers licence
- Ability to regularly travel domestically and/or internationally for up to a week as required
Competencies

The following competencies are expected of all staff:

► **Results Orientation**: The ability and commitment to achieve effective results, and work towards or exceed agreed goals.

► **Business Focus**: The ability and desire to apply appropriate principles and practices to maximise revenue, minimise cost, while meeting our obligations.

► **Relationship Management**: The ability and commitment to develop and maintain effective relationships with groups and individuals.

► **Communication**: The ability to express thoughts and ideas clearly and consistently (orally and in writing).

► **Innovation and Initiative**: The ability and commitment to seek and use better ways of doing things (to improve personal and GNS Science performance).

► **Teamwork**: The ability to establish and maintain effective and cooperative relationships.

► **Professional Integrity**: Act in a manner that conveys high personal and professional standards.

► **Technical Expertise**: The ability to maintain and develop technical expertise.

► **Leadership and Management Skills**: The ability to inspire others to achieve desired results and to develop and enable others to realise their full potential.