**Position Title** | Manager – The Sustainable Seas National Science Challenge
---|---
**Reports To** | Director – The Sustainable Seas National Science Challenge
**Function** | Sustainable Seas
**Location** | Wellington
**Position Status** | Fixed Term, Full-Time
**Date Prepared** | September 2020

### Purpose of Position

The key function of this position is to provide operational management and support for the Sustainable Seas National Science Challenge, including working with the Science Leadership Team and supporting the Challenge Director, the Science Leadership Team, and Challenge Governance Group Chair. National Science Challenges are both multi-agency and inter-disciplinary, the Manager is a central role in drawing agencies and disciplines together. Project management including contracting and reporting and stakeholder engagement are central, to this role. An ability to manage relationships well and work in a highly collaborative manner with parties with differing perspectives is essential.

The Challenge Manager provides the interface between a large number of Sustainable Seas contributors including, the Challenge Governance Group, the Kāhui Māori, Stakeholder Panel, Independent Science Panel, MBIE staff, the Science Leadership Team (of which the manager is part), project leaders, researchers and NIWA administrators. A close working relationship will be maintained with the Director and Manager of the Deep South National Science Challenge, also hosted by NIWA.

### Scope

The appointee will be the “engine” in coordinating and managing ongoing Challenge development, satisfying the demands of the multiple parties involved in advising or delivering the Challenge. The role is a demanding one given the number of parties, complexity of the science, and government expectations. Whilst it is primarily a management, co-ordination and administration focused position, a sound knowledge of the marine science or marine sector will be helpful in order to perform effectively in the position.

### Direct Reports

Nil.

### Key Relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director – Sustainable Seas</td>
<td>Ministry of Business, Innovation &amp; Employment Industry stakeholders</td>
</tr>
<tr>
<td>Manahautū - Sustainable Seas</td>
<td>University research offices</td>
</tr>
<tr>
<td>Challenge Leadership Team - Sustainable Seas</td>
<td>Other external collaborators and contractors</td>
</tr>
<tr>
<td>Governance Group Chair – Sustainable Seas</td>
<td>CRI's</td>
</tr>
<tr>
<td>Governance Group Members - Sustainable Seas</td>
<td></td>
</tr>
</tbody>
</table>
**Chair and Members – Independent Science Panel - Sustainable Seas**  
**Chair and Members - Kāhui Māori - Sustainable Seas**  
**Chair and Members – Sustainable Seas Stakeholder Panel**  
**Challenge Project Leaders and researchers**  
**NIWA Project Managers**  
**NIWA Project Coordinators**

### Budget Accountability & Delegated Authorities

This position has the following budget accountability:
This position has the delegated authorities defined in the Delegated Authority document updated annually, currently: $10,000

### Key Result Areas

| **Operational Management & Support** | ▪ Provide management oversight of The Sustainable Seas National Science Challenge.  
▪ Provide strategic, operational and administrative support to the Challenge as part of its Science Leadership Team.  
▪ Manage, assemble or edit all major processes and documents including Terms of Reference, Request for Proposals, project assessment criteria, project and personnel review processes, Challenge Key Performance Indicators (KPIs).  
▪ Communicate with, and report to, MBIE, Challenge Chair (and Board).  
▪ Lead project sub-contracting, Science Leadership Team meeting organisation, workshops and associated documentation, including Challenge Board meetings.  
▪ Manage Challenge budget.  
▪ Oversee stakeholder and contract management.  
▪ Oversee and co-ordinate Challenge engagement with a wide range of stakeholders and end-users.  
▪ Lead the delivery of the stakeholder engagement plan. |
| **Core Indicators** | ▪ Perform all tasks within time, to industry accepted standard, within budget.  
▪ Complete and ensure others complete administrative tasks in an accurate and timely manner.  
▪ Comply with, and actively ensure, safe working practices of self and others in accordance with NIWA's Health and Safety Procedures.  
▪ Act within delegated authority level.  
▪ Understand, comply and provide significant input into developing NIWA's |
| Policies, procedures, strategy and internal management systems.  
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Model effective communication and champion constructive feedback.</td>
</tr>
<tr>
<td>- Support and champion NIWA’s organisational culture.</td>
</tr>
<tr>
<td>- Provide leadership, align and ensure others align research, consulting, product initiatives, business culture and strategy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health and Safety</th>
</tr>
</thead>
</table>
| - Take all practicable steps to ensure own safety at work (including using suitable personal protective equipment)  
| - Ensure that no action or inaction while at work causes harm to any other person  
| - Accurately report and record all incidents and accidents  
<p>| - Undertake Health and Safety training and other specific safety training relevant to your work. |</p>
<table>
<thead>
<tr>
<th><strong>Person Specification</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
</tr>
<tr>
<td>▪ Qualification (or equivalent experience) in a relevant aspect of strategic management, project management, marine, environmental science/sector, or a related field.</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
</tr>
<tr>
<td>▪ Science project management and delivery.</td>
</tr>
<tr>
<td>▪ Planning, organising and delivering complex, multi-agency programmes including contracting and financial management.</td>
</tr>
<tr>
<td>▪ Experience of working with Maori and stakeholders preferred.</td>
</tr>
<tr>
<td><strong>Technical Knowledge &amp; Skills</strong></td>
</tr>
<tr>
<td>▪ Project management principles and methodology.</td>
</tr>
<tr>
<td>▪ Environmental science knowledge and expertise.</td>
</tr>
<tr>
<td>▪ Excellent oral and written communication skills.</td>
</tr>
<tr>
<td>▪ Knowledge of New Zealand marine systems and the latest developments in marine science an advantage.</td>
</tr>
<tr>
<td><strong>Competencies</strong></td>
</tr>
</tbody>
</table>
| ▪ **Leadership**  
  Influential with other people, provides vision and direction. Creates a sense of belonging and commitment to the team. Sets a positive example which inspires others to follow. Takes the initiative in situations of uncertainty. |
| ▪ **Project Management**  
  Plans projects thoroughly, ensures plans are carried out, manages people and resources effectively to ensure project objectives are achieved. |
| ▪ **Relationship-Building**  
  Develops positive working relationships with others quickly and easily. Networks effectively. Is well-regarded and uses relationships for mutual benefit. |
| ▪ **Decision-Making**  
  Considers relevant data objectively, consults and informs others. Identifies the range of options available, considers implications and evaluates merit based on relevant criteria. Maintains a focus on the "big picture". |
| ▪ **Planning and Organising**  
  Thinks ahead and plans work so requirements are met. Prioritises and manages time effectively. Well-organised and systematic approach. |
| ▪ **Results Orientation**  
  Focused on achieving bottom line results. Puts in the time & effort, drives self & others to achieve outcomes. Proactive in setting & pursuing challenging goals & targets. |
| ▪ **Communication Skills**  
  Writes and speaks clearly and concisely. Able to convey their ideas and seek relevant information from others effectively. Open and approachable, listens and questions effectively. |
| NIWA Values | Safety | ▪ Working safely is paramount at all times.  
▪ We take personal responsibility for the safety of ourselves and others.  
▪ We are always safety conscious, thinking “What am I about to do? What could go wrong? How can I do it safely?”  
▪ We maintain high standards of safety in all working environments.  
▪ We report all hazards, incidents and near misses, acting on and learning from them.  
▪ We continually improve our safety systems and processes. | Excellence | ▪ We strive for excellence in everything we do.  
▪ We apply the highest standards of rigour to our work.  
▪ We are creative and innovative in our thinking and apply leading-edge practices.  
▪ We are highly professional in the way we operate.  
▪ We are proud of our reputation for high quality science.  
▪ We are efficient, effective and resourceful, seeking to eliminate waste and maximise opportunities. |
| Customer Focus | ▪ We provide our customers with an outstanding service and experience.  
▪ We recognise that NIWA wouldn’t exist without its customers.  
▪ We all work together to ensure a positive customer experience.  
▪ We value and respect our customers, and act to ensure excellent and enduring relationships with them.  
▪ We communicate with our customers openly and proactively.  
▪ We deliver on our commitments to customers – in full, on time and within specifications.  
▪ We seek customer feedback to help us improve. | Agility | ▪ We are agile, resourceful and responsive to opportunities, and challenges.  
▪ We actively create, identify and develop new opportunities.  
▪ We react quickly and flexibly to changing priorities.  
▪ We are positive, solution-focused and future-oriented in our outlook.  
▪ We recognise change as continuous, and treat it as an opportunity.  
▪ We are committed to continuous learning and improvement. |
| People and Teamwork | ▪ We are OneNIWA and work collaboratively for the greater benefit of NIWA and our customers.  
▪ We help and support our colleagues, treating each other with courtesy and respect.  
▪ We value diversity and respect other cultures.  
▪ We value the opinions, knowledge and contributions of others, and celebrate success.  
▪ We willingly share our expertise.  
▪ We all take responsibility for getting things done.  
▪ We listen openly and communicate honestly and constructively.  
▪ NIWA’s interests and reputation take precedence over advancing our own individual interests and reputation.  
▪ We are proud to be part of NIWA. | Integrity | ▪ We are honest, trustworthy and reliable in our work and our relationships with others.  
▪ We uphold the highest ethical standards.  
▪ We deliver.  
▪ We take ownership and are accountable for our actions.  
▪ We provide accurate, evidence-based information and advice.  
▪ We maintain objectivity at all times, avoiding advocacy and bias.  
▪ We are viewed as trusted professionals in our areas of expertise.  
▪ We avoid or declare all conflicts of interest. |