

ARO TŪRANGA DESCRIPTION OF POSITION AND RESPONSIBILITIES

Kaimanaaki Whātoro Tāngata Impact Advisor - Expert Advice and Practice

PŪTAKE TŪRANGA – POSITION PURPOSE

- Support the preparation, publishing, and dissemination of influential expert advice on issues relating to science, technology, and the humanities, consistent with the Society's legislated functions.
- Lead initiatives that ensure expert advice outputs reach target audiences in the public and government and have positive impact.
- Monitor and evaluate expert advice projects and plan activities to maximise the impact of outputs.
- Contribute to meeting the objectives set out in the Society's Strategic Plan.

NGĀ TŪHONOHONO – RELATIONSHIPS

Reports to: Director, Expert Advice and Publishing.

Relationships: Programme Manager Expert Advice and Practice, team members; CEO; External Engagement team; Council; Expert Advice and Practice Advisory Committee; external experts; public; government, business and community stakeholders.

MĀNGAI PŪTEA – FINANCIAL SCOPE AND AUTHORITY

- Budget expenditure: nil

TE MAHI - TASKS AND ACCOUNTABILITIES

Support the dissemination of expert advice and practice projects

- Science communication and storytelling: synthesise complex information into accessible narratives and key messages appropriate to a variety of audiences
- Development and delivery of multimedia communication and outreach plans that connect our projects with a broad range of communities. This will vary with each project, but could include creative digital and print outputs, social media, workshops, webinars, video, podcasts etc
- Disseminate team outputs to public, government, parliamentary, and business stakeholders to maximise the impact of advice
- Organise and run panels, workshops, launches and events for projects, as appropriate
- Work in partnership with Māori staff and stakeholders to ensure that advice and guidance honours te Tiriti and supports the needs and aspirations of Māori communities
- Provide logistical support and guidance to deliberative panels of eminent experts undertaking roles related to expert and research practice advice
- Work with the Director, Programme Manager and team, and Expert Advice and Practice Advisory Committee to ensure reports and papers have positive impact
- Build and maintain key relationships with experts, and partners

- Evaluate impact: collate and analyse relevant data, and plan activities to maximise impact of expert advice outputs.
- Undertake other tasks as required by the Director, Expert Advice and Publishing from time to time

NGĀ WHANONGA PONO - BEHAVIOURAL COMPETENCIES

Relationship Management

- Relates well to people at all levels inside and outside the organisation and builds appropriate rapport
- Listens well and understands the values, needs and aspirations of others
- Positively interacts with staff and external stakeholders
- Is proactive in building relationships

Delivering Results

- Achieves results by working collaboratively with a range of individuals within the organisation.
- Demonstrates a high level of attention to detail. Has a commitment to achieve at a high level at all times.
- Sets clear and realistic objectives.
- Is self-motivated with ability to work with little or no supervision.
- Extends oneself. Meets deadlines.

Teamwork

- Takes responsibility for creating a positive environment in which colleagues are able to work to their full potential
- Builds co-operative relationships internally and externally and participates willingly in team activities
- Contributes to team/organisational success
- Exchanges information freely and volunteers ideas that help
- Supports group decisions

Analysis and Synthesis

- Identifies and evaluates evidence and data from a range of sources
- Synthesises complex information into defensible conclusions, narratives and key messages appropriate to a range of audiences

NGĀ UARA - INTERNAL VALUES

Whakaute Respectful

- We seek, embrace and value āhuetanga Māori
- We seek, embrace and value diversity
- We are kind and we take an interest in others' wellbeing
- We are open to new ideas, and we listen to others.

Ngā Ture Proactive

- We plan and look ahead
- We think ahead of the curve
- We look for opportunities and anticipate problems
- We accept and learn from mistakes
- We have a mind-set of growth, creation and innovation.

Te Mahi Tahi Collaborative

- We listen, share and embrace others' views
- We ask for input and offer assistance
- We actively collaborate on projects to ensure the best outcome; and
- We actively build trust with internal and external stakeholders.

Te Tika Acting with Integrity

- We stand up for what is right
- We listen
- We tell the truth
- We show discretion and respect confidences
- We stand firm when required and follow through on promises and commitments
- We provide frank and fearless advice.

Te Kotahitanga Convivial

- We are a whānau of colleagues
- We participate and we take an interest in the work of each other
- We support each other and celebrate success.