

POSITION DESCRIPTION

Project Manager – Tauhokohoko

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Division of Management (known externally as the Te Raupapa, Waikato Management School) has distinguished itself among New Zealand business schools by the relevance and rigour of its education and research. The Waikato Management School is one of a very small group of elite business schools across the world to have achieved triple-crown accreditation (AACSB, AMBA, EQUIS). The Division's research strategy focuses on the development of world-class theoretical, applied and practice relevant research. Our staff and postgraduate students engage in theoretical and applied research in all of the core and emerging disciplines of management. The aim of the Division's research is to increase knowledge and shape management theory, improve business practice, and inform public policy in New Zealand and around the globe. We work collaboratively with many international scholars, and a wide range of business, government and community groups.

2. POSITION PURPOSE

The Project Manager – Tauhokohoko will provide professional support and planning to the Principal Investigator as part of a MBIE funded programme – *Tauhokohoko: Indigenising trade policy and enabling Mana Motuhake through Indigenous trade.*

The position will be responsible for supporting and maintaining external relationships (stakeholders and subcontractors), budgeting, planning and organising research hui, overseeing post-docs and research assistants, travel arrangements, and coordinating MBIE reporting, and ad hoc reports.

The Project Manager is an administrative role not a research role, but the Project Manager must be familiar with research processes and contexts and comfortable working with researchers, participants, and partners.

3. ACCOUNTABILITY

The Project Manager – Tauhokohoko is responsible to the Principal Investigator of the project.

4. FUNCTIONAL RELATIONSHIPS:

Internal:

- Principal Investigator of the Project
- Associate Investigators of the Project
- Subcontractors of the Project
- Post-docs and research assistants of the project
- Waikato Management School staff
- University Research and Enterprise staff

External

- Te Taumata
- Governance Group
- Research participants
- Funding bodies
- External stakeholders

5. KEY TASKS

- Develop a detailed understanding of Tauhokohoko: Indigenising trade policy and enabling Mana Motuhake through Indigenous trade project.
- Assist with the development and maintenance of a detailed project plan in consultation with the key researchers, monitor and review progress against milestones/deadlines, identify and report on issues relating to achievement of milestones.
- Manage project deliverables in line with the project plan and manage project documentation as appropriate.
- Manage project scope, maintain an issue log and escalate issues when necessary.
- Provide advice and support to principal investigator/associate investigators and teams to keep subcontracts projects progressing in a timely manner.
- Maintain and develop relationships with funders and monitor contract deliverables from subcontractors.
- Provide status reports to the relevant stakeholders.
- Have a broad understanding of the budget framework and requirements for internal project activity.
- Liaise with, and update progress to appropriate reporting lines, including principal and associate investigators.
- Coordinate meetings, take minutes, manage the preparation and distribution of documents and agendas, prepare and follow up on correspondence and outstanding requests in line with the project deliverables.
- Manage events including hui and conferences.
- Organise travel for project investigators.
- Manage communication (internal and external), website and events.
- Monitor progress against contract and prepare detailed progress reports on behalf of the Project Leader.
- Establish and maintain excellent relationships with researchers, key contacts, collaborators and end users.

- Create and maintain a record of outputs, outcomes and impact including publications and presentations, press and media releases, educational and outreach programmes.
- Participate in the maintenance of a safe and health work environment to self and others. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

6. PERFORMANCE STANDARDS

The Project Manager will be performing satisfactorily when:

- Research is carried out as planned, and in line with the requirements of the contract.
- The Principal Investigator is able to report to milestones with information provided.
- The project's principal investigator, associate investigators, and research team are well supported.
- The funders, research team and external stakeholders are well informed of research progress.
- Financial systems run smoothly and appropriately, to ensure programmes meet financial obligations.
- All reporting requirements are met to the satisfaction of user parties.
- All variances are detailed for decision making.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards, and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Tertiary qualification in a relevant discipline or substantial work experience.

TRAINING, SKILLS AND KNOWLEDGE

- Knowledge of te reo and tikanga Māori
- Communication skills – the ability to communicate effectively and appropriately with people from all backgrounds.
- Exceptional administration skills, particularly with note taking, report preparation, electronic file management, contract management, and relationship management.
- Event organisation, management and delivery from hui to conferences
- Travel bookings for individuals and groups
- Budget management and control
- Contract management – ensuring contract deliverables are met, issues raised and resolved, and regular reporting.

PERSONAL QUALITIES

- Proven ability to maintain a professional approach while under pressure.
- Self-motivation and a pro-active approach.
- Willingness to contribute and operate as part of a team.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

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