

The University of Waikato
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Research Management Assistant

Reports to:	Director, Research and Enterprise
Division:	Research and Enterprise
Tenure:	Fixed Term
Location:	Hillcrest Campus
Date:	October 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

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 Research and Enterprise office provides operational support to the Deputy Vice-Chancellor (Research), leadership in implementing the University's research strategy, and leadership of the University's central research support infrastructure, including identifying

research opportunities, supporting researchers in engaging with research stakeholders, applying for research funding, managing research contracts, reporting on those contracts, managing and commercialising intellectual property resulting from research.

The Research and Enterprise office includes staff working in and between the Research Nodes, Regional Offices and Central Office.

2. POSITION PURPOSE

Collaborate in co-ordinating research funding applications to maximise the University's research funding opportunities.

Provide high quality, accurate and timely support for externally funded research contracts, including finances, budgeting, proposal development, reporting, and advice on sources of funds, for researchers, management, sponsors and students.

3. FUNCTIONAL RELATIONSHIPS

Internal: Director, Research & Enterprise
Academic researchers
Research Management Advisors and other Research & Enterprise staff
Graduate students (scholarship and study award holders employed on research contracts)
Staff of Financial Services, Student and Academic Services Division, and HR
Management Division
WaikatoLink staff

External: None

4. KEY RESPONSIBILITIES

Funding Application Process

- Assist with external and internal funding application processes, including supporting applicants in preparing and formatting documents and providing progress reports.

Project Support

- Assist with project administration, including project set-up, contract invoicing, financial monitoring and archiving
- Monitor timely delivery of contractual requirements, including those from subcontractors.

Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

As and when appropriate, all tasks are to be carried out in collaboration with and in support of other Research Office staff.

Any other duties as required that are consistent with the position held, other than in

exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual professional goal setting interview with their supervisor

5. PERFORMANCE STANDARDS

The Research Management Assistant will be performing satisfactorily when:

- Research & Enterprise tasks are carried out effectively and efficiently.
- Clients are receiving a high-quality service in an accurate and timely manner. Faculty members are supported in the development of research proposals and are provided with accurate and timely advice on appropriate aspects of research contracts including funder and University requirements.
- Contracts are managed effectively and efficiently, contractual and legal obligations are met and adhered to, and project account management meets external audit requirements.
- Researchers, and others needing to know, are informed of projects status, and assistance is provided in dealing with issues of concern.
- Project administration meets the requirements of external and internal audit processes and standards. Researchers are advised of contractual obligations, any problematic issues are identified, and assistance provided in dealing with these.
- Safe and healthy work practices that comply with university policies, procedures, relevant work standards and statutory obligations are followed.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Working towards a relevant tertiary qualification.
- Computer literacy (high-level spreadsheet, database and other relevant skills).

Desirable

- Relevant tertiary qualification.
- Financial administrative experience.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Demonstrated organisational and administrative abilities to manage a wide range and variety of management tasks simultaneously.
- Excellent interpersonal skills.
- Written and oral communication skills to a high standard.
- Proven ability to develop good working relationships with diverse internal and external stakeholders.
- Trouble-shooting skills.
- Demonstrated ability to communicate at all levels and relate to a wide range of people with a variety of backgrounds.
- Sound analytical thinking skills.
- Good computing skills, including experience with database and accounting packages, and with spreadsheets (Excel).
- Planning and organizing ability.

Preferred

- An appreciation and understanding of the university environment, culture and decision-making processes.
- Experience in a research environment.
- Experience of working as part of a team.
- Knowledge of New Zealand's research landscape.
- Experience in budgeting, forecasting and reporting.
- Experience with accounting and spreadsheet software.

PERSONAL QUALITIES

- Self-motivation.
- Initiative.
- Ability to think outside the square and implement creative solutions.
- Professionalism, honesty and integrity.
- Ability to prioritise and make sound judgements.
- Friendly, enthusiastic and energetic.
- High standard of performance and client service.

- Accuracy and attention to detail.
- Confidentiality.
- Ability to work as part of a team.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori.

October 2026