

Position Profile | Research Representative

Position Title:	Research Representative
Reporting to:	STONZ Executive Team
Status:	Volunteer
Purpose:	To take leadership of, and coordinate the STONZ Research Portfolio. Each year STONZ provides funding to a number of Research Applicants and this role is to manage that process and promote the research funding across the STONZ membership.

1 Key Responsibilities

Leadership	<ul style="list-style-type: none"> Provide leadership to the Research fund and associated activities.
Engagement	<ul style="list-style-type: none"> Engagement with the Research applicants. Be responsible for being the link between the Executive Team, and the Research portfolio. Work to better promote the Research opportunities available to members. Work to better understand how we can use this fund to promote research that will improve RMO Wellbeing and RMOs working conditions. Engage with Districts and other stakeholders in ways that promotes productive working relationships.
STONZ Advocacy	<ul style="list-style-type: none"> Attend some meetings on behalf of STONZ where required. Attend and report back at the STONZ Executive Team monthly.
AGM	<ul style="list-style-type: none"> Attend the AGM and provide a report on the research portfolio

2 Key Deliverables

Working with the Support team, Key deliverables may include but are not limited to:

- Coordinate research applications to ensure they fit within the criteria and budget
- Promote Research opportunities
- Look at ways to build STONZ Research portfolio
- Develop research relationships with other research institutions
- Regularly review the Research Policy and ensure fit for purpose
- Regularly liaise with recipients of research grants to review the status of the project and ensure they are progressing in a reasonable time frame.
- Review completed research reports from those who have been awarded grants
- Co-ordinate any STONZ led research e.g., Social Sports Study

3 Key Skills and Attributes

We are looking for someone with a keen interest in Research to lead and promote this work. In order to be successful, we are looking for someone with:

- Excellent written and verbal communication skills
- Attention to detail
- Enjoys working and collaborating with others
- Prior experience of conducting and completing a large research project is desirable but not essential
- Can work independently and report back to the wider team
- Has an enthusiasm and passion for Research and how this can be used to the betterment of RMOs

4 Process

STONZ aim is to run a process that is fair and transparent and results in finding the best candidate who has the appropriate skills, experience and time to complete the required role.

1. Expressions of interest for any vacant positions/committees will be communicated to members.
 - a. Position Descriptions and expectations will be provided.
 - b. The Position Description will also include any characteristics and/or specific skill the Executive board is looking for.
2. Written applications should be limited to a current CV and brief summary of why the applicant feels they would be best suited for the role.
 - a. Applications must be received by the stated deadline.
3. STONZ Executive team will review applications against the Position Description and criteria.
4. A short-list of candidates will be selected for interview (via zoom or phone).
5. Successful candidates will be notified.
6. All applicants should receive a response and will be notified throughout the process as to the status of their application.

5 General

These positions will not sit on the executive team but will work alongside our support team and will report through to the executive team. These are volunteer roles and will require 1-2 hours of your time each week, and may require you to attend some meetings after-hours.

If you are interested, please email support@stonz.co.nz with your written application.
