

Title	RIC (Research and Innovation Centre) Administrator
Function	Research Innovation Centre
Reports To	Head of Research
Location	Hawkes Bay (Taradale Campus)
Arrangement	Permanent / 0.6 FTE
Remuneration	\$49,584 - \$61,980 (Full Time Equivalent)
Date	July 2025

Kaupapa | Purpose

The Research Administrator provides comprehensive administrative and coordination support to the Research Innovation Centre (RIC) and broader research-related activity across EIT. This role supports the effective delivery of research initiatives, funding processes, committee operations, communications, policy implementation, and recordkeeping. It plays a key role in ensuring compliance, visibility, and stakeholder engagement related to EIT's research agenda, while contributing to a responsive and well-functioning research environment.

Ngā Hononga Mahi | Working Relationships

Internal Relationships: Research Innovation Centre Kaimahi, Faculty Management Team, Campus Directors, Academic kaimahi, School and Faculty Administrators, Other EIT kaimahi (staff), and Ākonga (students).

External Relationships: External Funding Bodies, Professional Associations, Industry Stakeholders, Research Networks, Committees, Contractors and Suppliers.

Financial: N/A

People: N/A

Ngā Mahi | Accountabilities

Research Operations and Administration

- Provide day-to-day administrative support for RIC activity and operations.
- Assist in implementing, monitoring, and reviewing research-related procedures and documentation.
- Support the development, and maintenance of research policies, databases, and forms.
- Maintain accurate records of research activity, including outputs, ethics submissions, grants, and funding agreements.
- Coordinate logistics and documentation for research events, training sessions, and workshops.

Funding and Project Support

- Provide administrative support for funding applications, contracts, and reporting.
- Track project milestones and deadlines, supporting delivery of outputs
- Prepare reports, budget summaries, and financial documentation.

- Liaise with finance and funders to meet financial and compliance obligations.

Committee and Governance Support

- Coordinate agendas, distribute papers, and take minutes for research meetings.
- Maintain action registers and track follow-ups to ensure decision delivery.
- Assist with reports and summaries for senior leaders and external stakeholders.

Communications and Stakeholder Engagement

- Manage timely and effective communications to kaimahi and ākonga about research opportunities, processes, achievements.
- Maintain research-related digital platforms and resources (e.g., intranet, newsletters, portals).
- Promote EIT research through updates, showcases, and summaries for internal and external audiences.
- Support the Head of Research in stakeholder engagement, internally and externally.

Marketing and Research Promotion

- Contribute campaigns promoting research achievements, strategic priorities, and kaimahi capabilities.
- Assist with content for research collateral, web, and event materials.
- Liaise with the Marketing Team to align messages with EIT's brand.

Team Support and General Contribution

- Support the Head of Research and Executive Dean in delivering the EIT research strategy.
- Contribute to continuous improvement of systems and service delivery.
- Provide backup support to RIC team members during peak periods.
- General Responsibilities
- Comply with EIT | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Commitment to EIT Priorities

- Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.
- Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.
- Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.
- Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Skills, Experience, Knowledge and Qualifications

Essential

- Prior experience in research administration or academic services, ideally in a tertiary education or research-focused environment.
- Demonstrated organisational and administrative excellence, with the ability to manage multiple priorities.
- Strong interpersonal, written, and verbal communication skills.
- Competence in Microsoft Office, SharePoint, and digital tools for document management and collaboration.
- High attention to detail and commitment to record accuracy, confidentiality, and compliance.
- Ability to interpret and apply policies, procedures, and research frameworks.
- Experience supporting committees, including preparation of agendas and accurate minute-taking.
- Confidence engaging with a wide range of stakeholders, including academic staff and external funders.
- Flexible, collaborative, and solutions-focused approach to administrative challenges.

Desirable

- Experience supporting research funding processes, contracts, or post-award management.
- Familiarity with tertiary sector research databases or reporting tools (e.g., ResearchMaster, Pure).
- Certificate or diploma-level qualification in administration, project coordination, or a related field.
- Understanding of te ao Māori and application of culturally responsive practice.

Ko EIT Tātau | Values

Our values are the guiding principles that define what is important to EIT. If embedded successfully, they shape EIT's culture, influence decision-making, and guide our interactions. EIT's values reflect our core beliefs and ethical standards that we stand by, helping to create a cohesive and purpose-driven environment.

Herea te momoho | Inspire success:

- We encourage continuous growth and learning, recognising that success is built on collective effort.
- We create space for innovation and excellence, challenging the status quo for positive change.
- We celebrate the achievements of ākonga, kaimahi, and whānau, inspiring the next generation.

Herea te tangata | Nurture whanaungatanga:

- We build and nurture genuine relationships by expressing manaakitanga, uplifting others through care, respect, and generosity, and fostering connection and belonging.
- We honour wairuatanga, recognising the unique identities, expressions, and needs across our diverse individuals and communities.

- We uphold our kaupapa in service of ākonga and communities past, present, and future, by embodying kotahitanga and working as one toward shared goals and outcomes.

Herea te mana | Act with integrity:

- We uphold our own mana by acting with honesty and integrity, and by doing what is tika and pono, even when it is not easy.
- We uphold the mana of others by demonstrating respect, maintaining trust and confidence, and showing integrity in all our interactions.

Herea te pono | Be committed:

- We make measured and sustained contributions to EIT's shared goals and outcomes, aligning our efforts with a shared kaupapa, as the seen face of our tūpuna and as future tūpuna ourselves.
- We are accountable for our impact and take ownership of both successes and challenges.
- We uphold our oranga, and the oranga of others, ensuring we remain strong and resilient in times of challenge.