

Position Description



Position title	Research Assistant - Te Manutaki
Primary work unit	Te Manutaki – Office of Māori and Pasifika Development
Responsible to	Deputy Vice Chancellor, Māori and Pasifika
Responsible for	No direct reports
Position status	Fixed Term (26 April – 1 December 2026)
Hours of work	Up to 0.4 FTE
Remuneration	To be confirmed.
Our values	<div><div>Students at our core</div><div>Students are our reason for being</div></div> <div><div>Innovation</div><div>Innovation is encouraged through collaboration and partnerships</div></div> <div><div>Leadership</div><div>Taking responsibility as a leader</div></div> <div><div>Integrity</div><div>Doing the right thing in a reliable way</div></div>

Lincoln – our university

As the longest-running agriculturally-based university in the Southern Hemisphere, Lincoln University's story begins with farming, but it certainly doesn't end there. As New Zealand's economy diversified, so have we. Lincoln University is here to enhance and enrich lives. To grow the knowledge of our students so they can shape a world that benefits from a greater understanding of the relationship between our land, the food produced from it and the ecosystems within it. With three academic faculties, one teaching division, several research centres (including the new 27,000sqm joint facility, in partnership with AgResearch, commencing build soon), and a range of corporate service units, Lincoln University draws its students from throughout New Zealand and from over 60 countries. Lincoln University has a student roll of around 3,000 and approximately 600 staff.

Lincoln is a progressive university with ambitious strategic goals and a commitment to having a professional workforce that reflects the diversity of its community. Professional staff engage with academic staff, students, parents, Government, Iwi, community groups and many other external stakeholders. All staff are expected to uphold the reputation of Lincoln through the way they undertake their work.

Lincoln is committed to the Treaty of Waitangi and the objectives and values as set out in its Māori Strategy, which is linked to Lincoln's Strategic Plan.

For further information about Lincoln go to www.Lincoln.ac.nz

Position purpose

To provide research assistance in meeting the agreed MBIE funded research sub-contract with the University of Canterbury titled *Enabling unmanned aerial vehicles (drones) to use tools in complex dynamic environments*.

Position location

Te Manutaki – Office of Māori and Pasifika Development, Te Waihora Campus, Lincoln University

Strategic context

The position will assist the Deputy Vice Chancellor, Māori and Pasifika to advance the research programme of the Office of Māori and Pasifika Development and support the ongoing strategic focus on whenua based research within a Mātauraka Māori paradigm.

Key responsibilities

1. Facilitating engagement with Māori

Outcome	Māori stakeholders are engaged through efficient coordination support
Key responsibilities include:	<ol style="list-style-type: none">1. Assisting with contacting, facilitating and organising hui with Māori stakeholders including Māori forest interests throughout the project.2. Providing administrative support to collate data including minutes, follow up action and engagement with Māori stakeholders.

2. Investigate commercial opportunities and impact for Māori

Outcome	Investigate, scope and design commercial opportunities and support networks for future economic value for Māori forestry interests.
Key responsibilities include:	<ol style="list-style-type: none">1. Investigating, scoping and designing an outline of commercial opportunities for the future economic value of underutilised whenua in line with Māori values and sustaining te Taiao.2. Determining the support networks and mechanisms for realising commercial opportunities for Māori and forestry operations for Māori forestry owners in the wider Central North Island region.3. Determine the impact on employment opportunities, training and hauora for tangata whenua for UAV-operated machinery.

3. Research Reporting

Outcome	Research reports throughout the project are well supported.
Key responsibilities include:	<ol style="list-style-type: none">1. Assisting with six monthly reports due in March and September of each contract year on key areas of the work programme.2. Assisting the the writing of the annual report to MBIE.

4. Reviews of work programme

Outcome Support in the participation of reviews of the work programme

Key responsibilities include: Assist with any reviews required by MBIE of the work programme.

Key relationships

The Research Assistant will report directly to the Deputy Vice Chancellor, Māori and Pasifika. The Research Assistant will develop and maintain excellent working relationships with staff in Te Manutaki as well as other members of the research project. The Research Assistant may also work with other staff/services/external providers/etc. as required to perform effectively in the position.

Delegations

There are no delegated authorities for this position.

Competencies

Competency	Demonstrated by
Client focus	Understands and believes in the importance of client service; listens to and understands the needs of internal and external clients; displays professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds client needs to ensure satisfaction
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour
Innovation	Thinks in terms of opportunities and possibilities. Recognises the value of creative and new ideas and harnesses their benefits. Encourages the discussion, free-debate and generation of creative ideas and solutions. Develops unique solutions that are not limited by previous solutions.
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action
Communication	Clearly and concisely communicates with a wide range of people in all situations, both orally and in writing; effectively listens; understands cultural differences in regard to communication
Relationship building	Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures

Selection criteria

Experience with engaging Māori and understanding Māori values as it pertains to te Taiao.
Experience with compiling, reviewing and synthesising data.
Experience in drafting reports and implementation plans.
Knowledge of social scientific research methodologies in Mātauraka Māori.

Education

A Research Masters degree in a relevant field, or other relevant qualifications commensurate with the role.

Technical or professional knowledge, skills and experience

Essential:

- An emergent record of scholarly research and publication
 - Demonstrated evidence of excellent written and oral communication skills
 - Highly effective time management skills and demonstrated ability to meet agreed deadlines
-