

Position Description

New Zealand Institute for Minerals to Materials Research (NZIMMR)

Chief Research Officer

April 2018

This document is subject to review from time to time

Section A

Position: Chief Research Officer (CRO)

Incumbent:

Reports to: CEO

Location: Greymouth

Section B

Position Objective: The CRO will contribute as a member of the NZIMMR management team by leading research and development activities while ensuring research and development strategies and plans are aligned with the company's vision and goals.

The CRO also identify technology and research opportunities and manage internal and external research projects, team members and contractors.

Functional Relationships:

Internally

- CEO
- Board of Directors
- NZIMMR staff
- NZIMMR contractors

Externally

- Strategic research and commercial entities
- Iwi
- MBIE
- Consultants
- Industry Associations
- Legal Advisors

Nature and Scope:

New Zealand Institute for Minerals to Materials Research (NZIMMR) is a newly established organisation which aims to drive a step change in value and thinking in the use of New Zealand's mineral resources. NZIMMR will substantially increase the prosperity of the West Coast, New Zealand organisations and New Zealand by moving the focus of activities from mining of minerals to manufacturing of minerals through research and its commercialisation and pushing the boundaries of traditional thinking.

Limitation of Authority

As defined by the NZIMMR CEO

Organisational Dimensions:

As defined by the NZIMMR CEO

Staff Numbers:

TBC

Annual Turnover:

TBC

DRAFT

Section C – Key Tasks and Specific Accountabilities

1 Research & Development Management

The CRO will oversee and lead all research and development activities for NZIMMR in conjunction with the CEO.

Expected Results

- (a) Design and implement methodologies, processes, procedures and systems that enable the development of consistently high quality and commercially viable research activities
- (b) Seek out, investigate and undertake base research and development on innovation opportunities to create, diversify and develop new and existing commercialisation opportunities for the minerals and materials sectors
- (c) Provide research and development support for the CEO and external stakeholders
- (d) Maintain and monitor competitive research activity within the New Zealand and offshore markets
- (e) Identify and partner with manufacturers to leverage commercial opportunities arising from NZIMMR and their Partner's IP and knowledge platforms
- (f) Ensure in depth knowledge of all funders and funding opportunities for research and development activities
- (g) Prepare, review, and submit research and development project outlines and proposals to the CEO for approval
- (h) Identify and capitalise on opportunities for co-funding of research and commercialisation projects through government, non profit and commercial sources
- (i) Ensure day to day management of and accountability for research and development projects and achievement of project milestones

2 Research & Development Strategy and Planning

The CRO will have responsibility for ensuring research and development activities are linked to NZIMMR's strategic and business plans and organisational objectives.

Expected Results

- (a) Be an active member of the management team contributing to the NZIMMR strategic plan with management responsibility for research and commercialisation strategies
- (b) Develop and implement NZIMMR research and commercialisation strategies and plans that are consistent with NZIMMR's business objectives

- (c) Liaise effectively with the leadership group and external specialists in the preparation of the plans as necessary
- (d) In conjunction with the CEO, identify and act on strategic market developments to ensure relevance of business planning processes and content
- (e) Maintain an overview of research, business, economic, technology, innovation and political trends which materially affect NZIMMR's operations and industries
- (f) In conjunction with the CEO, critique funding and research and commercialisation project proposals that are presented to NZIMMR

3 Research & Development Budget Management

The CRO will be responsible for the development and management of the research and development budget in conjunction with the CEO.

Expected Results

- (a) Responsible for the preparation of the annual research and development budget for NZIMMR
- (b) Manage the NZIMMR research and development operation within agreed budget
- (c) Ensure NZIMMR secures new research and commercialisation funding on an ongoing basis to remain financially stable, including industry and related funding partners
- (d) Oversee the provision of monthly financial and research performance reports to the CEO, comparing expenditure against budget including commentary

4 Stakeholder Management

The CRO will develop and maintain strong research and industry networks in order to facilitate collaboration and partnership opportunities.

Expected Results

- (a) Attend relevant functions, events and conferences as a representative of NZIMMR
- (b) Facilitate and encourage collaboration, interaction and partnering and build mutual understanding of NZIMMR goals with key stakeholders in order to foster research and development opportunities
- (c) Build and maintain strong relationships with industries, businesses and research organisations in New Zealand and offshore, working with them to identify issues, needs and opportunities for research
- (d) Manage relationships with research and development partners, funders, and service providers

5 Team and Contractor Management

The CRO will provide effective management and support for staff and contractors while meeting key research and commercialisation objectives for NZIMMR.

Expected Results

- (a) Effectively manage and coach team members and contractors
- (b) Provide advice and direction to all team members and contractors (both internal and external to the organisation) around research and development activities
- (c) Adopt a management style that encourages teamwork and delegation of responsibility and a culture of achievement
- (d) Set research and commercialisation objectives with team members and contractors and ensure these are achieved
- (e) Review team and contractor performance, providing honest and specific feedback, guidance and advice on a regular and consistent basis
- (f) Provide professional and positive leadership within NZIMMR while maintaining and enhancing NZIMMR's employment brand and reputation, both internally and externally

6 Health, Safety and Environment

The CRO is responsible for demonstrating and adhering to relevant HSE systems as agreed by the Board of Directors.

Expected Results

- (a) Demonstrate leadership in Health & Safety and Environment procedures/issues and ensure that:
 - Safe work and environmental practices are followed at all times by staff and contractors
 - All operations comply with legal requirements including the Health and Safety at Work Act 2015, the Resource Management Act 1991, and other relevant statutory requirements
 - All operations operate in accordance with best practice
- (b) Ensure all accidents and relevant incidents are reported on and investigated in a timely manner and corrective measures are put in place and effectively communicated
- (c) Ensure that Health & Safety and other in-house policies are kept up to date and are effectively communicated and embedded into the company's culture to encourage and maintain compliance

7 Professional and Technical Skills

The CRO's performance and development will be monitored by the CEO on a regular basis including the creation of annual development plans.

Expected Results

- (a) Actively self educate where a job demands skills and knowledge in an unknown area
- (b) Keep up to date with other developments in the research, commercial, technical and professional environment
- (c) Undertake appropriate personal development initiatives from time to time as agreed with the CEO

8 Other

The CRO is responsible for performing all other tasks as reasonably directed by the CEO.

Expected Results

- (a) All tasks are completed in a timely and efficient manner
- (b) Work effectively with the CEO and contribute to strategy development and business plans as requested

Section D – Person Specification

Qualifications

- PhD or Masters level relevant qualification

Experience

- Experience in the principles and practices of research and development
- The successful delivery of research commercialisation, ideally within the minerals or related sectors
- Demonstrated understanding of the value of IP

Skills, Knowledge & Personal Attributes

- Excellent communication and interpersonal skills
- Strategic thinker
- Knowledge and experience in project management processes
- Ability to gather, analyse, interpret and commercialise research data
- Strong results focus
- Commercial acumen and appreciation
- Strong team player with leadership attributes