

POSITION DESCRIPTION

Position Title:	Infrastructure Manager
Reports To:	Ag Emissions Centre Services Manager
Direct Reports:	1 – Field Service Technician
Group:	Ag Emissions Centre, AgResearch Group – Bioeconomy Science Institute
Key Relationships:	Ag Emissions Centre Leadership team, the AgResearch Group - New Zealand Institute for Bioeconomy Science Ltd Site Manager and contractors, Ministry for Primary Industries, AgriZero, external providers of equipment and services, researchers and operational employees
Location:	Grasslands Campus, Palmerston North

WHO WE ARE

The Ag Emissions Centre plays a critical role in New Zealand's efforts to reduce agricultural greenhouse gas emissions through shaping, funding, and managing a research and development portfolio, building capability and infrastructure, and partnering nationally and internationally to deliver our ambition and outcomes.

Reducing agricultural emissions can make a critical contribution towards combating climate change, meeting national and international emissions targets, and ensuring our primary industries thrive and continue to play their vital role in the New Zealand economy. The Ag Emissions Centre aims to discover, develop, and make available practical and cost-effective technologies and practices for New Zealand farmers and growers to reduce agricultural greenhouse gas emissions.

The Ag Emissions Centre is a core component of the Government's technology led approach to reducing agricultural emissions. In delivering to our vision and objectives we work with research organisations, government, Māori, the agri-industry, and farmers.

Ag Emissions Centre employees are employed by the AgResearch Group - New Zealand Institute for Bioeconomy Science Ltd, a Crown Research Institute that is dedicated to making a difference to the future of New Zealand by delivering world-leading research and through complex problem solving across diverse agricultural areas.

We operate as an independent business unit within our host the AgResearch Group - New Zealand Institute for Bioeconomy Science Ltd, and work with a wide range of research and development providers to mitigate agricultural greenhouse gas emissions. Our primary location is the AgResearch Group - New Zealand Institute for Bioeconomy Science Ltd Grasslands Campus in Palmerston North.

POSITION PURPOSE & SCOPE

This role provides leadership and oversight for the delivery of a nationally focused infrastructure plan for the provision of agricultural greenhouse gas emissions measurement equipment to help ensure that access to measurement equipment is not a barrier to innovation and progress.

The position is responsible for ensuring the optimal availability, usage, and lifecycle management of the agricultural emissions measurement equipment overseen by the Ag Emissions Centre. This includes both mobile and fixed equipment located across the country.

The role includes the procurement of new equipment, liaising with suppliers, managing prioritisation and use of individual fleet items, preparing lease agreements, managing maintenance and downtime schedules, and overseeing funding and budgeting associated with purchase, maintenance, replacement, and disposal.

KEY ACCOUNTABILITY AREAS

STRATEGIC PLANNING AND INFRASTRUCTURE MANAGEMENT

- Lead business case development, procurement, replacement planning, and end-of-life management of nationally significant equipment for the measurement of greenhouse gas emissions.
- Review and manage prioritisation of use alongside nationally significant science programmes
- Liaise with Ag Emissions Centre science and strategy teams to ensure Ag Emissions Centre and other users' short- and long-term access needs are met.
- Ongoing development, management and execution of the National Infrastructure Plan for New Zealand's GHG measurement, including active monitoring of equipment supply and demand, and scanning for new methodologies and measurement approaches.

OPERATIONAL OVERSIGHT

- Manage commissioning processes, servicing and repair of the equipment with employees and contractors.
- Manage availability and use of the equipment ensuring equitable and/or priority-based access and scheduling.
- Lead negotiations to ensure competitive pricing and quotations of maintenance services and Service Contract agreements.
- Ensure that the agricultural greenhouse gas emissions measurement equipment is maintained to the required standards.
- When needed, assist the Field Service Technician with maintenance or repair of equipment.
- Undertake regular domestic travel to visit customers or locations where equipment is located for repairs, compliance and training, and/or maintenance.
- Constantly work towards sustainability, and take an active role in waste management, recycling and other environmental issues.



RISK MANAGEMENT AND LEGISLATIVE COMPLIANCE

- Ensure Ag Emissions Centre through the AgResearch Group – New Zealand Institute for Bioeconomy Science Ltd complies with legislation, such as the Building Act, Health and Safety at Work Act, Resource Management Act and any other related legislation or by-law that may be applicable when using the equipment and support other employees on these matters as required.
- Identify, assess and control for potential risks relating to the operation of the equipment.
- Manage and maintain safe operating procedures for use, transport and maintenance of equipment with a strong emphasis on operator, transport, and maintenance safety.

FINANCIAL MANAGEMENT

- Oversee measurement infrastructure funding and financial aspects of equipment business case development, in collaboration with the finance manager, and science team.
- Work with the finance manager to plan, establish, and monitor annual budgets for equipment purchase, maintenance and capital replacement funding.

RELATIONSHIP MANAGEMENT

- Liaise with science leaders, funding agencies, equipment suppliers, holders, maintenance contractors, and users to ensure coordinated and effective use of the equipment
- Provide support to New Zealand organisations in the development of infrastructure-related business cases focused on greenhouse gas measurement infrastructure and associated funding.
- Proactively build relationships with contractors to ensure the Ag Emissions Centre receives committed support from contractors and timely response to service calls.
- Liaise with contractors on matters of services and maintenance.
- Proactively build relationships and liaise with those hosting and using the equipment, including training on using the equipment.

INFORMATION MANAGEMENT

- Ensure that information created or received during the course of your work is managed as per the AgResearch Group - New Zealand Institute for Bioeconomy Science Ltd.'s Information Management Policy. This includes naming, storing, classifying, and ensuring it is available to other employees as per the Policy, and including careful and appropriate management of commercial-in-confidence information.

HEALTH AND SAFETY

- Maintain current knowledge and comply with all the Bioeconomy Science Institute's Health, Safety, and Wellbeing Policy and the Te Whare Tapa Whā frameworks, systems, and procedures.
- Demonstrate safe workplace behaviour by taking all practicable steps to ensure own and other's safety in the workplace, coaching and influencing your people to ensure goals are met.
- Support the health and wellbeing of your colleagues to share in the culture of Ag Emissions Centre and AgResearch Group – New Zealand Institute for Bioeconomy Science Ltd.
- Identify and report incidents, hazards, near misses and safety observations via AgResearch's health and safety reporting system.
- To ensure proactive and effective workplace injury management and ensure the appropriate rehabilitation and support for employees.



ORGANISATIONAL OBJECTIVES

- Actively participates in and contributes to performance conversations and personal development.
- Embraces the AgResearch Group - New Zealand Institute for Bioeconomy Science values framework and develops own behaviours to support these Values on a continuous basis.
- Takes responsibility to understand and apply the AgResearch Group – New Zealand Institute for Bioeconomy Science Ltd policy, processes, systems, and procedures daily.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- The accountabilities set out above are not exhaustive. Therefore, it may be necessary for you to undertake other reasonable accountabilities as required, which are within your abilities.



PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

EDUCATION & QUALIFICATIONS

- Tertiary qualification in engineering, project management or similar.

CAPABILITIES & EXPERIENCE

- Customer-service ethic and experience is essential.
- 5+ years' experience in engineering, construction, quantity surveying and/or practical hardware experience highly desirable.
- Procurement experience (pricing, sourcing, contracting, follow-up) is highly desirable.
- Project /systems management experience and skills are essential.
- Class heavy and or/forklift licence would be highly desirable.
- Preparation of detailed capital purchase business cases and engagement with funding partners is highly advantageous.
- Excellent written and verbal communication skills.
- An understanding of or a willingness to develop own capability in Te Tiriti o Waitangi, te reo Māori and tikanga.
- A strong commitment to health and safety, both personally and at an organisational level.



COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Accepts responsibility for one's actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – these are the competencies required to perform this role.	
Decision Making	Uses sound judgment to make timely and effective decisions.
Delegating	Assigns work to others based on tasks, skills, and workloads.
Driving Change	Champions new methods, systems, and processes to improve performance.
Influencing Others	Persuades others to help achieve organizational goals and objectives.
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Managing Conflict	Resolves hostilities and disagreements between others.
Managing Resources	Coordinates people and financial and material capital to maximize efficiency and performance.
Solving Problems	Identifies solutions given available information.
Taking Smart Risks	Evaluates trade-offs between potential costs and benefits and acts accordingly.
Team Building	Assembles productive groups based upon required skills, goals and tasks.

