

ROLE DESCRIPTION | ARO TŪRANGA

Title	Aquaculture Operations Lead
Group	Aquaculture
Reporting To	Manager - Aquaculture
Date Prepared/Revised	June 2025
Staff Responsibility	Nil

CAWTHRON PURPOSE | TŌ TĀTOU ŪMANGA

Our purpose: Impact through world-class science and mātauranga.

Our vision: Creating a better future for oceans, rivers and lakes and the communities that depend on them.

Our outcomes: Healthy Ecosystems - Prosperous blue economy – Thriving people and communities

CAWTHRON VALUES | NGĀ UARA



We are Bold



We Care



We are Collaborative



We are Curious

ROLE PURPOSE | TE TŪRANGA

Oversee day to day technical operations of the Aquaculture Group facilities and contribute to meeting the strategic and financial goals of Cawthron.

KEY ACCOUNTABILITIES | KAWENGA TAKOHANGA

Key Result Areas	Key Accountabilities
Operations	<ul style="list-style-type: none"> Provide leadership for the logistical coordination of the aquaculture group technical activities, including the use, maintenance, and building of aquaculture systems to support research needs of the aquaculture group and ensure the delivery of high quality science. Contribute engineering, operations, water supply, and culture system expertise to the design of biosecure systems for research projects.

	<ul style="list-style-type: none"> • Support biosecurity compliance of aquaculture rearing systems to ensure safe and secure operation. • Advise Group Manager Aquaculture on strategy to improve and upgrade culture systems for efficiency and future proofing. • Collaborate with other leaders across Cawthron to identify and realise opportunities and coordinate resources. • Contribute to the system design, improvement, maintenance and compliance issues of algae and animal rearing systems on other Cawthron campuses. • Be familiar with the SCADA/PLC system. • Develop and review standard operating procedures for operational practices.
Biosecurity	<ul style="list-style-type: none"> • Support Aquaculture Group operations to comply with biosecurity requirements. • Contribute to procedures that ensure biosecurity and compliance with regulations.
Project Management	<ul style="list-style-type: none"> • Contribute to the preparation of high-quality proposals (including budgets, CAPEX applications, business cases) for research and commercial projects. • Collaborate with key internal stakeholders, including the Engineering and Facilities teams, to identify and support the provision of fit-for-purpose laboratory equipment and systems. • Manage resources and budgets for Capex and improvement projects. • Maintain a broad knowledge of clients, projects, and data management systems. • Work with Technology Support to develop and maintain management and data systems.
Strategy and Finance	<ul style="list-style-type: none"> • Understand and apply Cawthron's strategic documents and financial goals and provide input to these as requested. • Manage the Aquaculture Group repairs and maintenance budget. • Understand the Aquaculture Group financial goals and develop and implement plans to achieve these. • Ensure accurate and timely cost recovery from projects, for use of laboratory and field equipment. • Ensure services provided are timely, within budget, and meet client needs and / or research milestones.
Health and Safety	<ul style="list-style-type: none"> • Champion Health and Safety within the Aquaculture Group • Adhere to Cawthron Health & Safety Policy and Procedures • Proactively manage staff health, safety and wellbeing at work by addressing hazards and incidents reported by staff promptly.
Vision Mātauranga and Tāngata Tiriti	<ul style="list-style-type: none"> • Ensure Te Ao Māori values and Te Tiriti obligations are considered and respected across all activities. • Enable initiatives for increased Māori engagement through resourcing for visiting scientists and students.
Cawthron Citizenship	<ul style="list-style-type: none"> • Behave in a way that reflects the Cawthron values. • Contribute to a safe environment for all people. • Lead and support staff to apply sustainability principles and practices. • Stay up to date with knowledge of marine pests and unwanted organisms that may occur at the CAP including the symptoms of Category A and B diseases listed on the Unwanted Organisms Database. • Participate in projects and other duties as requested to support Cawthron's success.

FORMAL DELEGATIONS | MĀNGAI WHAKAHAERE

- No formal responsibility for staff.
- Responsible for expenditure up to delegated limits.

PERSON SPECIFICATION | PŪKENGĀ Ā-TANGATA

- BSc or equivalent in Aquaculture or a related discipline.
- At least 5 years relevant experience in Aquaculture Operations with a focus on hatchery operations.
- Proven project management skills with ability to plan and establish priorities, organise resources and monitor successful project outcomes.
- Sound understanding of good biosecurity practice.
- Excellent oral and written communication skills.
- Good knowledge of scientific approaches and methodologies.
- Knowledge and experience in financial management.
- Team player, able to work with scientists, technicians, engineers and support staff as part of multi-disciplinary teams.
- Proven skills in the use of a wide range of scientific equipment for laboratory and/or field-based survey and research projects, including the ability to carry out field work safely and efficiently.
- Must have a current drivers licence.
- Vaccinated, or willingness to be vaccinated, for job specific vaccines as per H&S Procedures.
- Alignment to Cawthron values – we are bold, we care, we are collaborative, we are curious.

WORKING RELATIONSHIPS | NGĀ TINO HONONGA

Internal	External
<ul style="list-style-type: none">• Group Manager and Aquaculture Teams• Facilities and Engineering Team• Technology Support Team	<ul style="list-style-type: none">• Current and potential clients and end users.• Government and Regulatory Agencies• Industry collaborators and scientists in other research institutes and academia.• Communities

ACCEPTANCE | WHAKAAETANGA

I confirm that this role description identifies key elements of the Aquaculture Operations Lead position.

Manager - Aquaculture

Date

I accept this role description identifies key accountabilities of the role.

Employee Name

Date

NOTE: This role description may be reviewed with the employee during the annual performance review.