

ROLE DESCRIPTION | ARO TŪRANGA

Title	Project Coordinator
Group	Investments and Contracts
Reporting To	Team Leader – Project Services
Date Prepared/Revised	December 2025
Staff Responsibility	NA

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

To provide multi-faceted and crucial high-level project management support for Cawthron research and commercial projects with prime responsibility for supporting Cawthron's key SSIF platform programmes and a portfolio of Cawthron's large Endeavour research programmes.

The role's location will be split between Cawthron's Halifax Street Site in Nelson and its Aquaculture Park at Glenduan.

KEY ACCOUNTABILITIES | KAWENGA TAKOHANGA

Key Result Areas	Key Accountabilities
Project Management	<ul style="list-style-type: none"> Project Services Team liaison for selected science teams, with a focus on support for projects associated with the Aquaculture Group, the Aquatic Animal Health Team and other aquaculture-related projects across Cawthron's science teams Named project coordinator responsible for Cawthron's key SSIF Platforms: Seafood Safety and Shellfish Aquaculture programmes,

	<p>with additional responsibilities for project support for the Shellfish Aquaculture programme</p> <ul style="list-style-type: none"> • Allocated Project coordinator for a portfolio of MBIE Endeavour research programmes (currently four of these) • Provide high-level project support and other ad hoc. tasks for project leads as required • Maintain oversight of project milestones and contract obligations • Monitor the progress and performance of projects against budgets and work plans using BST and other project management tools. • Organise, participate in and minute project-related meetings, following up actions as required (eg Project oversight, IAGs, TAGs, Project Committee meetings) assisting with pre-and post-meeting materials.
Finance / Accounting	<ul style="list-style-type: none"> • Work alongside project leads and advise them in preparing budgets • Provide detailed quarterly financial updates to the project leads (for larger projects) • Investigate project variances, highlighting project risks and assist project leads with solutions • Support project invoicing and billing processes including purchase orders for subcontracts
Contract Management	<ul style="list-style-type: none"> • Oversee new research and commercial project contracts, liaising with Project Leads as necessary, and proactively managing the approval process. • Set up and manage new research and commercial project subcontracts, liaising with Project Leads as necessary and proactively managing the approval process • Liaison with and point of contact for relevant Cawthron subcontractors • Set up purchase orders and liaise with subcontractors re project billing • Ensure subcontractors submit reports as per the contract • Ensure all agreements are documented, processed accurately and filed in Cawthron's contract / project management systems in a timely manner
Proposal, bid and tender preparation	<ul style="list-style-type: none"> • Coordination of bids, proposals and tenders (commercial and research funded), assisting science staff in their preparation • Assist with proposal scoping and budgeting as required • Coordinate necessary sign-offs to delegated level • Submit proposals via email or relevant portal
Research Compliance and Reporting	<ul style="list-style-type: none"> • Ensure Project Leads adhere to funding agencies' compliance requirements • Support project leads with the coordination, preparation, approval and submission of reports on research activities to funding agencies and other stakeholders
Other Project Support Work	<ul style="list-style-type: none"> • Contribute to the development and continuous improvement of Cawthron project management systems and tools

	<ul style="list-style-type: none"> • Work collaboratively with other members of Project Services to provide project coordinator support across multiple teams as & when required
Cawthron Citizenship	<ul style="list-style-type: none"> • Behave in a way that reflects Cawthron's values. • Contribute to a safe environment for all people by taking responsibility and action when activities or situations compromise safety and/or well-being. • Ensure Te Ao Māori values and Te Tiriti obligations are considered and respected across all activities. • Apply sustainability principles and practices • Participate in projects and other duties as requested to support Cawthron's success.

FORMAL DELEGATIONS | MĀNGAI WHAKAHAERE

- No formal responsibility for staff
- No authority to commit to expenditure or to enter into contracts

PERSON SPECIFICATION | PŪKENGĀ Ā-TANGATA

- A degree or an equivalent, relevant qualification with a minimum 5 years project accounting, contract management, project management-related experience
- Experience using project accounting software, preferably BST but not essential
- Good knowledge of Microsoft applications (eg Word, PowerPoint, Excel, Outlook)
- Team player with strong relationship skills
- Good attention to detail and naturally good at following up
- High level problem-solving skills and proactivity
- Organised and able to prioritise tasks to meet deadlines and work under pressure
- Professional approach to dealing with clients, partners and subcontractors
- Excellent meeting organisation skills
- Collegial relationship builder with very good verbal and written skills
- Vaccinated, or willingness to be vaccinated, for job specific vaccines as per H&S Procedure Manual.

WORKING RELATIONSHIPS | NGĀ TINO HONONGA

Internal	External
<ul style="list-style-type: none"> • Project Leads • Science Group Managers and Team Leaders • Finance and Infrastructure teams • Other members of the Project Services Team • Staff in Cawthron's Commercial Development Team 	<ul style="list-style-type: none"> • Cawthron subcontractors and suppliers • Cawthron clients and funders

ACCEPTANCE | WHAKAAETANGA

I confirm that this role description identifies key elements of the Project Coordinator position.

Manager – Investments and Contracts

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.