

ROLE DESCRIPTION | ARO TŪRANGA

Title	Research Assistant (Technician Level 4 or Scientist Level 1)
Group	Food & Bioactives
Reporting To	Team Leader - Bioactives
Date Prepared/Revised	March 2026
Staff Responsibility	No

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

The Food & Bioactives group provides scientific expertise to determine the composition and safety of New Zealand foods, food ingredients and nutraceutical products.

This role supports the delivery of projects across the Food & Bioactives group, with work spanning both research and consultancy activities. It is suited to an early-career scientist who demonstrates a strong work ethic and a sound foundation in analytical chemistry, and who can work independently on defined tasks within broader project teams. The role contributes to the delivery of high-quality, scientifically robust outcomes and supports achievement of Cawthron’s strategic and financial objectives.

KEY ACCOUNTABILITIES | KAWENGA TAKOHANGA

Key Result Areas	Key Accountabilities
Consulting and Research	<ul style="list-style-type: none"> Deliver high-quality science that is well planned and meets project objectives.

	<ul style="list-style-type: none"> • Communicate scientific ideas, methods, and results clearly and effectively in both written formats (e.g. reports or publications) and verbal formats (e.g. presentations) for colleagues and clients. • Work collaboratively and constructively within project teams to support effective client uptake while maintaining a strong focus on scientific rigour and excellence.
Funding and Project Coordination	<ul style="list-style-type: none"> • Contribute to a variety of projects that exemplify scientific excellence, are delivered on time, and are within budget. • Contribute to writing successful bids, research contracts, and/or client proposals alongside senior scientists.
Quality	<ul style="list-style-type: none"> • Ensure robust, defensible scientific approaches are used in all research, projects, and consultative activities. • Maintain a broad knowledge of relevant information and technology, equipment, and/or systems. • Manage own time effectively and without supervision. • Ensure personal training records are kept up to date. • Uphold quality standards required by the client. • Assist in ensuring compliance with regulatory requirements (e.g. quarantine items).
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 to be co-designed with whānau, hapū, iwi, and Māori enterprise to utilise their mātauranga (knowledge system) and where possible determine their own priorities for the initiative.
Cawthron Citizenship	<ul style="list-style-type: none"> • Behave in a way that reflects Cawthron's values. • Manage time effectively and without supervision. • Contribute to a safe environment for all people by taking responsibility and action when activities or situations compromise safety and/or well-being. • Participate in projects and other duties as requested to support Cawthron's success.

FORMAL DELEGATIONS | MĀNGAI WHAKAHAERE

- No formal authority for staff but may supervise students or technical staff as required.
- No authority to commit to expenditure or to enter into contracts unless delegated by the Team Leader.

PERSON SPECIFICATION | PŪKENGA Ā-TANGATA

- A post-grad qualification, or a proven track record of performance, within the field of analytical chemistry.
- General knowledge of scientific approaches and methodologies, with a strong technical background and knowledge relevant to role purpose.
- Knowledge of analytical chemistry techniques such as LC-MS/MS, HPLC and GC/MS.
- Proven time management skills, with ability to plan, organise resources and establish priorities.
- Excellent technical writing skills (e.g., reports and/or science publications) including preparation of material for general readership, such as business cases.
- Strong computer literacy skills including with MS Office Suite and software for analytical instruments.
- A team player with strong interpersonal and communication skills, and the ability to work effectively independently and with a wide range of groups in a diverse workplace.

- Professional approach to dealing with clients and representing Cawthron.
- Strong organisational skills, self-directed, and innovative.
- Willingness to learn and ability to adapt.

WORKING RELATIONSHIPS | NGĀ TINO HONONGA

Internal

- Food & Bioactives Group team members
- Scientists in other Cawthron groups
- All Cawthron staff

External

- Clients in government and industry
- Academic and research organisations
- International collaborators
- Other stakeholders and iwi

ACCEPTANCE | WHAKAAETANGA

I confirm that this role description identifies key elements of the Research Assistant position.

Group Manager – Food & Bioactives

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.