

ROLE DESCRIPTION | ARO TŪRANGA

Title	Aquaculture Hatchery Specialist
Group	Aquaculture
Reporting To	Team Leader – Shellfish Hatchery Technology
Date Prepared/Revised	February 2026
Staff Responsibility	None

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 contribute to research and commercial outcomes that exhibit science excellence and enable a better future by fostering a culture of innovation, promoting sustainable growth, and enhancing and protecting natural ecosystems.

Specifically, to provide technical expertise and coordination in shellfish hatchery R&D and support commercial programmes for Pacific oysters, Greenshell Mussels and other aquaculture species. The Aquaculture Hatchery Specialist position will be pivotal in the development of innovative hatchery systems, delivery of both applied and fundamental research projects, and support of Cawthron's hatchery production, breeding and ecotoxicology services. These responsibilities will include the design and critical evaluation of research, data collection and interpretation, and active contribution to written communication of findings.

KEY ACCOUNTABILITIES | KAWENGA TAKOHANGA

Key Result Areas	Key Accountabilities
R&D Projects	<ul style="list-style-type: none">• Coordinate the design and implementation of research projects.• Assist and help lead research projects, including experimental setup and maintenance, assistance with stock transfers, laboratory experiments, data collection, and fieldwork as necessary.• Coordinate the day-to-day management of shellfish species systems for research and production purposes, including sampling and data collection.• Participate in training of hatchery staff within and outside of Cawthron.• Support R&D and consultancy activities undertaken by the Shellfish Hatchery Technology, Ecotoxicology and Cawthron Aquaculture & Breeding Services teams.• Contribute engineering, operations and systems expertise to the design of systems for commercial and research projects.• Communicate research results during industry meetings, conference or stakeholder workshops.
Shellfish spat production	<ul style="list-style-type: none">• Assist with the management of all aspects of commercial production to ensure project milestones are achieved.• Assist with supervision of staff and activities for shellfish hatchery rearing at CAP. Assign daily work assignments for larvae and spat rearing, stock assessments and data collection.• Maintain communications with external industry partners and new commercial clients to coordinate and deliver spat supply.• Lead the on-going development of shellfish larval rearing techniques, recommending modifications to procedures.• Collaborate with external industry partners as required, providing regular updates and production run summaries, including presentations.• Supervise the writing of SOPs and sharing IP with clients.• Engage with industry partners.
Science Outcomes	<ul style="list-style-type: none">• Contribute to the design and execution of research projects, including appropriate sampling and data collection.• In collaboration with team members, contribute to the analysis and interpretation of experimental research.• In collaboration with team members, effectively communicate research ideas and results in written and verbal formats, ensuring high quality science outputs such as in peer-reviewed journals, client reports and science communication for the public.• Actively identify and develop areas of expertise within the broader fields of shellfish hatchery methodology, climate resilience, breeding and multi-species aquaculture.• Develop and maintain networks and collaborations in areas of expertise.• Work well in a team and with all Cawthron scientists to ensure scientific excellence and effective client uptake.

	<ul style="list-style-type: none"> • Maintain a broad knowledge of relevant information and technology, equipment, and/or systems. • Manage time effectively and with limited supervision. • Review, revise and develop SOPs. Evaluate training needs for SOPs and supervise staff training.
Aquatic animal husbandry	<ul style="list-style-type: none"> • Provide day to day husbandry of algae, shellfish, broodstock, spat stocks and managing water quality, systems maintenance, cleaning, animal welfare and feeding regimes, as required. • Support pond technicians with tasks related to the CAP seawater pond network. • Always follow best biosecurity 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.
Strategy	<ul style="list-style-type: none"> • Understand and apply Cawthron's strategy and provide input to these as requested • Work with other team members to maintain and grow client relationships • Understand and adhere to Cawthron's policies and procedures (e.g., research ethics, delegated authority, health and safety).
Project management and business development	<ul style="list-style-type: none"> • Identify and support funding and revenue opportunities • Help to prepare proposals and budgets for research and commercial projects • Use appropriate client, project, and management systems as provided
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

- Minimum BSc or equivalent qualification or level of experience.
- 5 to 10 years' experience in a technical or similar role.
- Experience in a commercial shellfish hatchery
- Strong experience in larval rearing, aquatic animal husbandry, lab best practices and collection of biological samples

- Experience in scientific procedures (e.g., microscopy or molecular work) or familiar using scientific equipment
- Excellent organisation skills and attention to detail
- Excellent communication skills including experience in scientific writing and preparation of client reports preferable
- Interested in aquaculture/fisheries/conservation/animal health and people-environment relationships.
- A good team player with strong interpersonal and communication skills, and the ability to work effectively with a wide range of groups in a diverse community.
- Computing skills, in particular MS Excel and Word, and basic analytical methods
- Enthusiastic, self-driven with the ability to work unsupervised and/or as part of a project team.
- Physically fit, able to repetitively lift/carry up to 20 kg.
- Professional approach to representing Cawthron.
- Ability to carry out field work safely and efficiently.

WORKING RELATIONSHIPS | NGĀ TINO HONONGA

Internal	External
<ul style="list-style-type: none">• Shellfish Hatchery Technology Team leader• Aquaculture Group Manager• Cawthron scientists and technicians• Aquaculture Resources Team leader• Aquaculture Operations Leader• Maintenance team	<ul style="list-style-type: none">• Government and industry staff, clients and other stakeholder groups as required• Scientists in other research institutes, universities, and consulting organisations• Commercial clients• Cawthron suppliers and subcontractors

ACCEPTANCE | WHAKAAETANGA

I confirm that this role description identifies key elements of the Research Assistant – Shellfish Hatchery Technology 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.