

ROLE DESCRIPTION

Role Title: Science/Policy Advisor

Location: Variable

Responsible to: Our Seas Our Future Charitable Trust

Functional relationships with: OSOF Coordinators, Project Teams

Role type: Volunteer/Leadership

Time requirements: Variable ongoing (up to 4 hours per week)

Purpose Statement: To provide expert scientific and technical support for the organisation and help maintain professional and credible relationships with external parties.

PERSON SPECIFICATION

Qualifications: Tertiary qualification/s in science, environmental management, law, ecology, or industry experience in relevant areas.

Experience: Knowledge of New Zealand environmental conservation issues and environment, demonstrated leadership skills essential.

Skills, Knowledge, Abilities, Personal Attributes, Behaviours, Competencies:

- A passion for environmental conservation, science, and policy.
- Tertiary qualification preferred.
- The ability to work in a professional manner and prioritise workflows.
- Able to use initiative and to work both independently and as part of a team.
- Enjoy interacting with a diverse range of people.
- Excellent communication and time management skills.
- Strong leadership skills.
- The ability to problem solve.

Key Accountabilities:

1. **Identifying current and upcoming local and central government policy consultations for public submissions**
 - Identify consultations relevant to OSOF's interests.
 - Monitor/manage submission deadlines in a timely manner.
 - On a regular ongoing basis, check a list of websites to identify current public consultations.
2. **Write policy submissions on consultations identified to be relevant to OSOF interests**
 - Assess the relevance of consultations to OSOF's interests/goals, and OSOF's position on issues.
 - Research and write draft submissions in consultation with OSOF Policy Coordinator, and team members.
 - Complete final submissions in consultation with OSOF Policy Coordinator by agreed deadlines.
 - Utilise external contacts and resources as required for writing submissions.
3. **Advise and contribute expertise to OSOF projects and collaborations**
 - Represent OSOF in external collaborative projects.
 - Contribute to the development and delivery of OSOF projects, such as educational material, blog articles, and other projects.
4. **Develop professional relationships with external contacts**
 - Develop professional relationships with external contacts on behalf of OSOF to expand the OSOF network and resource base.
 - Continue professional development in the area of environmental policy and science with particular emphasis on coastal and marine environments.
5. **Organising OSOF events**
 - Assist with the organisation of events relating to local and central government policy, public meetings and conferences in a timely and appropriate manner.
6. **Represent OSOF in a professional manner**
 - Advocate for coastal and marine environmental awareness to a range of audiences.
 - Manage enquiries from the public and media in a timely and appropriate manner.