

Position Description

Role Title:	Investment Process Coordinator
Reporting to:	Investment Process Manager
Direct reports:	Nil
FTE:	Full-time, Fixed-term
Location:	HRC Office, Grafton, Auckland CBD
Date Updated:	March 2026

About HRC

Te Kaunihera Rangahau Hauora o Aotearoa - The Health Research Council is a Crown Agency dedicated to improving the lives of the people of Aotearoa. We invest over \$100m of taxpayer funding each year in high-quality, high-impact research that saves lives. Our mission is to ensure that the NZ health research system tangibly improves health and wellbeing for the people who need it most, now and in the future. We are committed to meeting our obligation under Te Tiriti o Waitangi to achieve health equity for Māori and for all other people in Aotearoa. As an organisation, we are embedding this commitment at the heart of all aspects of our operation.

Values

By applying these values to our work, we can contribute to making HRC a great place to work and make our work more constructive and rewarding:

- We are active Te Tiriti Partners;
- We recognise and uphold the mana of others;
- We dare to be better;
- We take ownership.

Purpose of this role

The role of the Investment Process Coordinator is to support the HRC's funding and application assessment mechanisms. This includes managing funding applications across various portfolios, coordinating application assessing committees, contributing to process improvements, and implementing health research strategic initiatives. This will involve working within a diverse team and regularly engaging with external stakeholders.

Key Relationships

Internal:	Manager, Investment Process Coordinators, Portfolio Leads, all HRC staff and teams.
External:	Health researchers, health service providers, research office staff, funding applicants, diverse communities.

What you will do

This role includes, but is not limited to, the following core deliverables:

Coordinate health research funding mechanisms

- Coordinate the research funding rounds across various portfolios including assisting with round promotion, set up and documentation.
- Follow procedures and guidelines to process funding applications.
- Establish assessing committees and recruit health researchers/subject matter experts to participate in application assessment processes.
- Coordinate assessing committee meetings and uphold the integrity of the process by managing conflicts of interest and minimising bias.
- Manage the peer review and applicant rebuttal processes.
- Keep internal records related to funding applications current and accurate.
- Liaise with funding applicants, research offices, and relevant committees and respond to queries.
- Liaise with the HRC internal Communications team to promote funding activities and identify newsworthy outcomes from HRC-funded research.
- Develop process documentation for funding rounds, as required.
- Assist with drafting requests for proposals and contract preparation, as required.
- Data entry and analysis, as required.

Contribute to continuous growth, innovation and development

- Identify opportunities for process improvement to enhance efficiency, accessibility and equity.
- Maintain high connectivity with HRC staff to promote a collaborative working approach.
- Support and mentor interns, as required.

What you will bring to the role **Essential**

- Tertiary qualification in biomedical research, health or relevant field and/or equivalent experience.
- Exceptional interpersonal skills with a proven ability to effectively communicate with people from diverse cultural and professional backgrounds, build strong working relationships, and balance different points of view.
- The ability to work and adapt quickly in complex, dynamic environments and with a wide range of diverse internal and external stakeholders.
- Excellent organisation and time management skills.
- Strong problem-solving skills and an ability to exercise sound judgment under pressure.
- Demonstrated ability to incorporate Te Tiriti o Waitangi principles and cultural safety considerations into workstreams.
- Proficiency in using Microsoft Office (Word, Excel, and PowerPoint), Zoom, and databases.
- Demonstrated competence in public speaking and presenting.
- Experience engaging with senior researchers or subject matter experts.
- The ability to build credible and effective professional relationships.

Desired

- Knowledge of the health research environment with relevant work experience in

a health-related or research-related environment.

- Experience working in an organisation that is accountable to the government and taxpayers.

Key Attributes Required

You will succeed in this role if you:

- can work independently while also contributing to a team environment
- are flexible and can adjust pragmatically and constructively to changes in work practices and competing priorities
- have high levels of self-awareness and a strong willingness to learn
- have excellent relationship-building and collaboration skills, with the ability to engage effectively with diverse communities
- have strong analytical and problem-solving skills
- have the cultural awareness to tailor your approach to meet differing needs based on the relevant workstream or target audience
- have a strong commitment to equity and a passion for improving health outcomes through research
- work effectively in dynamic, complex and evolving environments.