

Date:	September 2025 (updated)
Position Title:	General Manager Forensic
Location:	Auckland
Group:	Executive
Reports to:	Chief Executive Officer

ABOUT PHF SCIENCE

PHF Science (the New Zealand Institute for Public Health and Forensic Science) is a New Zealand Government-owned research organisation dedicated to the health, wellbeing and safety of our communities. Specialising in public health and forensic sciences, we monitor disease, help ensure safe food and water, reduce harm from drugs, support the justice system and more.

Our science powers solutions to complex challenges, protecting communities and supporting New Zealand to prosper and grow.

Our Purpose: We pursue knowledge to protect New Zealanders and build healthy, vibrant communities

Our mission: Ora through knowledge. We harness the ingenuity of our people, innovative science and technology to solve problems to strengthen New Zealand's health, safety and wellbeing. We create innovative products and services for communities around the globe for the enduring benefit of New Zealanders.

Our Vision: An Aotearoa we all want to live in, where the safety, health and wellbeing of our communities is protected.

PHF Science Values:

- **Our team spirit** (*Mahi Tahī*) *Great people working together as one team*
- **Our quality counts** (*Mahi rangatira*) *Standing out through our excellence and world class expertise*
- **We do the right thing** (*Mahi pono*) *Upholding integrity and independence no matter what*
- **We push boundaries** (*Mahi auaha*) *Meeting challenges with fresh thinking and creative approaches*

POSITION PURPOSE

The GM Forensic is responsible for contributing to the leadership of the organisation. The role is both a member of PHF Science's executive leadership team and the manager and leader of the Forensic Science Group of PHF Science. The Forensic Science Group delivers forensic science services and advice to the justice sector including New Zealand Police, courts, the New Zealand Customers Service, Coroners, pathologists and prisons.

As manager and leader of the PHF Science Forensic programme, the role is responsible for ensuring the delivery of forensic services including the collection and analysis of physical evidence from crime scenes, DNA and forensic biology, pharmaceutical testing, toxicology, illicit drug analysis and maintaining New Zealand's DNA Profile Databank. The role also provides leadership for the development of relevant forensic research programmes in line with PHF Science's Statement of Core Purpose.

A level of initiative and flexibility appropriate to the nature of the role is required, and as such the contents of this position description are not intended to be an exhaustive list of requirements.

AREAS OF RESPONSIBILITY

ACCOUNTABILITIES	DELIVERABLES
Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Take reasonable care to ensure that one's acts or omissions do not adversely affect the health and safety of oneself or others. • Have a sound understanding of health and safety issues, openly champion health and safety, lead by example and demonstrate that health and safety is critical to the daily operations of the business through: <ul style="list-style-type: none"> ○ Building a consciously caring health and safety culture ○ Setting clear health and safety expectations ○ Being actively involved in health and safety risk management and in making key health and safety decisions ○ Ensuring managers within the business are trained and meeting hazard and risk requirements ○ Promoting manager and worker participation and engagement and supporting others' improvement efforts ○ Reinforcing the importance of oversight and active management of health and safety to managers and workers including that delegation of health and safety tasks does not mean delegation of responsibility ○ Providing financial, time and/or resource support for health and safety. • Support the CE and Board in exercising due diligence to ensure that PHF Science complies with its duties under the Health and Safety in Work Act 2015. • Follow the relevant responsibilities as detailed in the Appendix of PHF Science's Health and Safety Policy.
Leadership role across PHF Science	<ul style="list-style-type: none"> • Keeps PHF Science's strategy, vision and values at the forefront of decision making and action. • Takes an all of organisation view, collaborates and contributes strategically in the best interests of PHF Science. • Provides leadership and management oversight and takes responsibility across PHF Science to ensure the effective and efficient functioning of the organisation. • Inspires high levels of performance and commitment towards a shared vision and common values among people working with and for PHF Science at all levels, including management, staff and stakeholders. • Provides strong and clear leadership internally to the organisation and its people and externally to the organisation's stakeholders. • Uses strong commercial acumen and judgement to oversee and maintain an overview of the 'health' and performance of PHF Science as a business. • Actively works to identify, develop and manage commercial opportunities to increase revenue and profit and reduce operating costs through maximising efficiency and focusing work and research on the right things. • Actively role models collaborative, inclusive behaviour to promote the best interests of PHF Science. • Leads, champions and/or supports key change programmes and strategic initiatives in the best interests of PHF Science.
Lead and manage the Forensic Group effectively, role modelling good management practices within the Group and across PHF Science.	<ul style="list-style-type: none"> • Develop and implement a strategy and operational plan for the Forensic Group that supports the execution of the organisations' strategic direction. • Lead and manage the Forensic Group including managing, mentoring, coaching, training and evaluation direct reports' performances, and supporting direct reports with people management responsibilities to do the same. This includes being effective in: <ul style="list-style-type: none"> ○ Recruitment and induction ○ Performance management and staff development ○ Remuneration, rewards and recognition ○ Motivating staff, energising positive morale and culture

	<ul style="list-style-type: none"> • Ensure the delivery and reporting of approved work programmes and that projects led or supported by the Group meet deadlines and achieve project or programme deliverables within budget. • Manage the Forensic Programme budget appropriately and ensure that results are achieved within defined budget parameters.
<p>Provide leadership in all aspects of the development of the Forensic programme and strategy, internally and externally with relevant stakeholders.</p>	<ul style="list-style-type: none"> • Provide intellectual leadership on emerging forensic issues. • Represent PHF Science at state sector agency, national and forensic related meetings or forums. • Champion, support and acknowledge research and commercial innovation, excellence and achievement within the programme and across PHF Science. • Provide leadership and management and oversight of the key strategic relationships and agreements with major clients/professional bodies/sectors/Ministers to ensure PHF Science delivers high quality outcomes.
<p>Contribute to the development of PHF Science's strategy, supporting business plans, and effective day to day management and leadership of the organisation</p>	<ul style="list-style-type: none"> • Contribute to PHF Science's development of strategy and supporting business plans and resources for PHF Science. This includes ensuring that an organisation wide and future focussed view forms the basis of ELT discussion and decision making. • Provide subject matter expertise in relation to the functions of the Forensic business group to the CE, the executive leadership team, the Board, other managers and the organisation in general. • Ensure that ELT clearly understands major Forensic challenges and the impact of these on PHF Science's strategy, objectives and deliverables. • Provide expert advice in all aspects of the Forensic programme to the CE, the executive leadership team, the Board, other managers and the organisation in general. This includes delivery of advice relating to: <ul style="list-style-type: none"> ○ Research programmes ○ Management of key contracts ○ Stakeholder relationships.
<p>Work as a cross-science team member (with the CE, Science GM's, Chief Scientist) to identify and establish research priorities and programmes that align with PHF Science's strategic and commercial focus, including collaborative work with other groups as appropriate.</p>	<ul style="list-style-type: none"> • Foster innovation and the development of commercial forensic related services and products. • Develop and implement an operational plan including research activities for the Forensic Programme that supports the execution of the organisation's strategic direction and is consistent with the approved work programme. • Negotiate and monitor key contracts in State Sector and other Agencies. • Support the ELT to lead and drive profitable growth through the development and implementation of commercialisation opportunities and identifying and exploiting new business opportunities to maximise value from intellectual property (IP) and associated products, where these relate to the work or potential opportunities within scope of the Forensic Group.
<p>Information Management</p>	<ul style="list-style-type: none"> • Manage any information created or received in the course of PHF Science business in accordance with PHF Science's Information Management and Recordkeeping Policies, procedures and any relevant legislation.

KEY WORKING RELATIONSHIPS

Internal:

- CEO
- ELT and ELT members
- PHF Science Board
- Chief Scientist
- Direct reports and Team
- PHF Science managers and staff

External:

- MBIE
- NZ Police
- Customs
- Corrections
- Courts
- Coroners, pathologists
- Prisons
- International Research agencies

- International Forensic agencies
- Universities

DELEGATED AUTHORITY

As per delegated authorities policy.

ESSENTIAL EXPERIENCE AND TECHNICAL SKILLS

Educational Requirements:	<ul style="list-style-type: none"> • Relevant tertiary qualification in forensic science and/or business development.
Technical competencies and Experience required:	<ul style="list-style-type: none"> • Extensive experience in managing service delivery of science programmes within a similar organisation and at a senior level. • Experience in financial planning and identifying commercial opportunities, both in New Zealand and overseas. • Demonstrated capability to perform effectively as part of an executive team. • Demonstrated ability to think strategically and operationalise an effective plan to manage and ensure sound delivery of a scientific work programme. • Extensive experience and proven success in financial planning, managing financial performance within an organisational context, and identifying and leveraging growth opportunities.

BEHAVIOURAL COMPETENCIES

BEHAVIOURAL COMPETENCY	FOCUS AREAS
Communication (Organisational and Client)	<ul style="list-style-type: none"> • Communicates openly and effectively, keeps appropriate people informed, ensures messages are clear and concise. • Listens and evaluates other opinions and is able to influence successfully.
Empowering Our people and Building Capability	<ul style="list-style-type: none"> • Is enthusiastic, ambitious, determined, and confident to challenge, ensuring high levels of personal and service achievement. • Develops and encourages personal development to maximise potential and contribution. Creates an environment that promotes constructive challenge in order to continually improve performance.
Visionary and strategic leadership	<ul style="list-style-type: none"> • Develops the vision & strategic direction, translates it into clear ambitions, and sees the "big picture".
Leading Our People	<ul style="list-style-type: none"> • Leads and motivates others to continually improve performance. • Is approachable, supportive, and demonstrates integrity, fairness, and high personal and professional standards.

	<ul style="list-style-type: none"> • Understands what motivates staff and encourages others to lead by example.
Leading, Managing & Implementing Change	<ul style="list-style-type: none"> • Is creative and innovative in generating solutions. • Leads change and is willing to take calculated risks. • Creates an environment of constructive challenge to deliver organisational improvements. • Leads and enables transfer of knowledge across PHF Science.
Making Informed Decisions	<ul style="list-style-type: none"> • Ensures decisions are based on sound evidence and linked to improving services. • Effectively analyses, evaluates and interprets information. • Demonstrates objective judgement and the willingness to make decisions.
Managing the Stakeholder Relationship	<ul style="list-style-type: none"> • Establish and maintain sound working relationships and productive partnerships with senior leaders, key stakeholders, customers and other research organisations. • Drives and promotes an outward-facing culture and service that is stakeholder focused. • Demonstrates awareness of the political context and ensures that the focus is on positive outcomes for the stakeholder.
Maximising Organisation Potential	<ul style="list-style-type: none"> • Develops and encourages personal development to improve performance and contribute to continual improvement. • Builds and develops an increasing organisational capability through people
Setting & Achieving Ambitious Targets	<ul style="list-style-type: none"> • Is enthusiastic, ambitious, determined, and confident to challenge, ensuring high levels of personal and organisational achievement. • Has stamina and willpower to deliver results.
Professional knowledge	<ul style="list-style-type: none"> • Possesses credible technical knowledge and expertise relevant to the role, keeps this up to date and can apply and transfer this to the work programme and others.
Working in Partnership	<ul style="list-style-type: none"> • Understands and contributes to effective working across all sectors, and identifies potential areas of improvement • Works effectively with colleagues across PHF Science. • Develops and encourages effective partnerships across all relevant sectors to improve the efficiency and effectiveness of service delivery to stakeholders. Works corporately and cross functionally.

This position description is subject to review from time to time