

POSITION DESCRIPTION



POSITION TITLE: Scientific Officer (SO)
LOCATION: National Office (Remote)
REPORTS TO: National Science Manager (NSM)
DIRECT REPORTS: Nil

PURPOSE: The Scientific Officer advances SPCA’s vision and strategic objectives by providing high-quality, evidence-based advice, supporting research and project delivery consistent with the vision, values and aspirations of SPCA. The role contributes to advocacy, policy and research initiatives, ensuring SPCA’s positions and advocacy campaigns are grounded in robust animal welfare science. The Scientific Officer supports projects and initiatives aimed at improving animal welfare, communicates scientific evidence and best practice to internal teams and external stakeholders, and works collaboratively to achieve meaningful and lasting improvements for animals in New Zealand.

KEY ACCOUNTABILITIES:	KEY RESPONSIBILITIES:
1. Advocacy support	<ul style="list-style-type: none">• Contribute evidence-based input to SPCA advocacy priorities.• Prepare written and oral submissions on animal welfare to government, regulatory, or industry consultations.• Support the development of advocacy projects in line with organisational priorities.
2. Research and evidence	<ul style="list-style-type: none">• Undertake literature reviews, analyse technical data, and construct scientific reports and where possible contribute to original peer reviewed research articles to support evidence-based SPCA positions, initiatives, and advocacy campaigns.• Prepare scientific and technical information and advice on animal welfare issues.
3. Communication and engagement	<ul style="list-style-type: none">• Present scientific evidence clearly to internal teams and external stakeholders.• Support public-facing communications and educational materials, ensuring accuracy and consistency with SPCA’s position and messaging.• Maintain effective working relationships with key partners, stakeholders, and research networks.
4. Supports process improvement groups and projects across the organisation to improve organisational performance.	<ul style="list-style-type: none">• Actively participates in these groups and works collaboratively with all members of staff to achieve goals.• Carries out project work as requested.

<p>5. Actively contributes to Health & Safety</p>	<ul style="list-style-type: none"> • Ensures compliance with the <u>Health and Safety Act 2015</u> by: <ul style="list-style-type: none"> ▪ taking reasonable care of your own health and safety and ensure that you don't cause harm to others ▪ complying with all health and safety instructions, policies or procedures, including but not limited to; <ul style="list-style-type: none"> ○ reporting incidents and unsafe practices as soon as they occur ○ identifying risks, reporting them and taking appropriate action to mitigate them ○ knowledge, and compliance of, emergency procedures ○ completing mandatory training within the required timeframes
<p>6. Participates as a professional and constructive member of the Science and Advocacy Team</p>	<ul style="list-style-type: none"> • Work collaboratively with other members of the Science and Advocacy team and wider SPCA staff to achieve strategic objectives. • Attends team meetings as required. • Work collaboratively with the National Science Manager (NSM) and the Science and Advocacy Team to achieve agreed team and individual objectives (KPIs), contributing towards the achievement of strategic and operational goals of SPCA. • Acts professionally and non-judgmentally. Embodies SPCA values and strives to achieve the SPCA Mission.
<p>7. Continuous development</p>	<ul style="list-style-type: none"> • Keep up to date with current science, policy trends, and best practices in animal welfare. • Seek opportunities to strengthen professional knowledge and skills.
<p>8. Carries out other duties as required from time to time.</p>	<ul style="list-style-type: none"> • Provides support and assistance to SPCA events and fundraising campaigns as requested. • Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of the position. Duties and responsibilities can be amended from time to time by the Employer to meet any changing condition.

INTERNAL FUNCTIONAL RELATIONSHIPS:

- Chief Scientific Officer (CO)
- National Science Manager (NSM)
- Science and Advocacy Team
- Certified and Education Team
- Engagement/Communications Team
- All SPCA staff and Management
- Volunteers and students

EXTERNAL FUNCTIONAL RELATIONSHIPS:

- Government and Regulatory Bodies
- Industry Groups and Organisations
- Non-Governmental Organisations (NGO's) and Advocacy Groups
- Other Animal Welfare Agencies
- Members of the Public

PERSON SPECIFICATION:

Qualifications and Experience

- Postgraduate study in animal welfare science, policy, or related research. PhD highly desirable.
- Experience in animal welfare science, research, policy development, or advocacy.
- Experience contributing to advocacy campaigns, consultations, or stakeholder engagement is desirable.
- Experience mentoring or guiding others is not required, but collaborative team experience is expected.

Skills and Knowledge

- Sound understanding of animal welfare science, legislation, and best practice.
- Knowledge and interest in shelter medicine is desirable.
- Ability to gather, analyse, and interpret scientific evidence and apply it to projects, advocacy campaigns, and policy work.
- Competence in preparing submissions for consultations, reports, or policy documents.
- Excellent written and oral communication skills, with the ability to present complex information clearly to internal and external audiences.
- Ability to support advocacy campaigns and contribute to evidence-based organisational messaging.
- Effective project management skills to support initiatives and meet deadlines.

Personal Attributes

- Passion for animal welfare and alignment with SPCA's vision and values.
- A commitment to high quality work and professionalism.
- Analytical and evidence-driven mindset.
- Highly organised with the ability to prioritise, multitask and meet expected deadlines.
- Strongly self-motivated, able to progress work independently.
- Ability to work collaboratively within a team.
- Ability to manage confidential information with responsibility and integrity.
- Initiative and flexibility, including occasional travel or work outside normal hours.

