

**The University of Waikato  
Te Whare Wānanga o Waikato**

**POSITION DESCRIPTION**

**Lecturer**

**Vision**

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

**Values**

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

**1. GENERAL**

The Division of Arts, Psychology, Social Sciences and Law includes the School of Arts, the School of Psychological and Social Sciences, and the School of Law, Politics, and Philosophy. The Division also contains two research institutes: the National Institute of Demographic and Economic Analysis (NIDEA) and the New Zealand Institute for Security and Crime Science (NZISCS).

Te Piringa Faculty of Law sits within the School of Law, Politics, and Philosophy. Te Piringa is founded in the principles of biculturalism, professionalism, and the study of law in context. From these principles the Faculty works to provide cutting edge legal education in the areas of Māori Governance, Public Policy and Practice, Cyber and New Technology Law, and Environmental Law. A core function of the Faculty is to provide education for perspective lawyers in accordance with the standards of the New Zealand Council of Legal Education through the accredited Bachelor of Laws programme. The Faculty offers a range of papers at undergraduate, postgraduate, and professional training levels.

## 2. POSITION PURPOSE

To contribute to the teaching, postgraduate supervision and administration requirements of the Faculty in accordance with workload norms, maintain and develop original scholarship and research, and undertake professional/community/iwi service activities relevant to the profession or discipline.

## 3. ACCOUNTABILITY

The Lecturer is responsible to the Vice-Chancellor through the Head of the School of Law, Politics, and Philosophy, who in turn is responsible to the Vice-Chancellor through the Pro Vice-Chancellor, Division of Arts, Law, Psychology and Social Sciences.

## 4. KEY RELATIONSHIPS

Head of School  
Dean  
School and University staff and students  
Relevant Research Institutes and Centres and external research agencies  
External stakeholders

## 5. KEY TASKS

Having regard to the aims, objectives and long-term strategic goals of the School and the University, the primary objectives required of a Lecturer include the following:

### Teaching and Learning

- Prepare and deliver research-informed lectures and/or seminars and, as appropriate, conduct and/or convene tutorials, workshops, and other classes.
- Contribute to or be responsible for paper co-ordination and delivery. This includes administration; initiating and developing material; appraisal, review and evaluation of programmes and papers; development of the curriculum; developing and delivering on-line papers, where appropriate; and updating teaching resources and materials.
- Carry out marking and assessment activities including the setting of examinations.
- Be readily available to advise and meet with students including maintaining regular office hours.
- Supervise honours, graduate and postgraduate students.

### Research

- Maintain an active research programme and conduct quality research and contribute to knowledge development through scholarship and publication. This will include involvement in research projects and attendance and presentation at academic conferences, and may include leadership of a research team and/or obtaining internal or external research funding for specific projects.
- Build and maintain national, and preferably international, research collaborations which enhance the profile and reputation of the University.
- Where appropriate, contribute to applications for external research funding and knowledge transfer and commercialisation activities.

### **Service and Administration**

- Participate in professional and/or community/iwi and/or outreach activities relevant to the School.
- Carry out broad administrative functions including active and constructive participation at Faculty School meetings and undertake administration, planning and/or committee work where appropriate.

### **Other**

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Any other duties that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

**NOTE:** Staff have an annual ODR (Objectives, Development and Reflection) interview with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

## **6. PERFORMANCE STANDARDS**

The Lecturer will be performing satisfactorily when:

- Teaching and associated duties are fulfilled to a high level as defined by School expectations including paper appraisal and teaching evaluation.
- Student learning, at all levels, is appropriately facilitated in accordance with the School and University goals and objectives.
- Personal and/or team research and scholarship activities yield demonstrable outcomes normally evidenced by continued publications in scholarly research books and refereed peer-reviewed journals, securing external funding for research projects, presentation or publication of refereed conference papers and/or performance/works of art/other non-print media outcomes, where appropriate.
- Research collaborations are developed.
- Regular contributions are made to appropriate professional and/or community/iwi groups and/or in a public service or University or national representation capacity.
- Regular contributions are made to the administration of the School, as appropriate, relative to workload norms and expectations.
- Safe and healthy work practices are followed. University policies and procedures, relevant work standards and statutory obligations are complied with.

## PERSON SPECIFICATION

### EDUCATIONAL QUALIFICATIONS

#### Essential

- LLB or JD degree or equivalent.
- LLM degree and/or equivalent accreditation and professional standing.

#### Preferred

- PhD.

### TRAINING, SKILLS AND KNOWLEDGE

#### Essential

- Demonstrated success in undergraduate teaching including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively.
- Ability to contribute to the graduate and postgraduate programme including the supervision of Honours, Masters and, if appropriate, PhD students.
- Ability to teach in compulsory papers in Faculty courses.
- Proven ability to communicate effectively with students and staff.
- Evidence of ability to conduct and publish scholarly, refereed, peer reviewed research outputs.
- An interest and willingness to contribute to School and University administration matters.
- Demonstrated ability to apply existing and new models, theories and approaches to teaching and researching in law (and other relevant disciplines).
- Ability to apply information and communication new technologies to achieve desired outcomes and maintain and update those skills.
- Time management skills.

#### Preferred

- Demonstrated commitment to using innovative teaching methods and materials. For example, online and distance teaching techniques, flexi-delivery, team teaching skills.
- Demonstrated success in supervising research and honours students.
- Demonstrated success in attracting external research funding.
- Tertiary teaching and research experience.

### PERSONAL QUALITIES

- Self-motivation and a pro-active approach including a demonstrated commitment to innovation.
- Demonstrated capacity to work effectively as a team member.
- Proven ability to maintain a professional approach while under pressure.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

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