

POSITION DESCRIPTION

Associate Professor - Human Resource Management

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 Management (known externally as the Waikato Management School) offers qualifications at undergraduate, postgraduate and doctoral levels and is one of five divisions at the University of Waikato. The School has distinguished itself among New Zealand business schools by the relevance and rigour of its education and research. It is a member of an elite group of global business schools that have earned Triple Crown status - an international acknowledgement of excellence in business education.

Located within the Division's School of Management & Marketing, the Associate Professor in Human Resource Management becomes part of shaping future-focused qualifications in Human Resource Management at undergraduate, postgraduate and doctoral levels. The Division has distinguished itself among New Zealand business schools by the relevance and rigour of its education and research. It is a member of an elite group of global business schools that have earned Triple Crown status - an international acknowledgement of excellence in business education. The Associate Professor in Human Resource Management will make significant contribution to the scholarly activities undertaken by the School and Division.

This position will be located in Hamilton.

2. POSITION PURPOSE

The position has been established to provide academic leadership to the Human Resource Management group with a broad focus on (1) building research capacity, (2) developing strategic cross- and inter-disciplinary teaching and research initiatives, (3) articulating the benefits of the subject's research to the business community, and (4) ensuring the ongoing relevance of the discipline.

Associate Professors contribute to academic leadership in the School, Division, and the University as a whole, by working closely with the Head of School, Pro Vice-Chancellor and other senior colleagues to advance shared norms of behaviour by demonstrating excellence through example, as well as through persuasion, cooperation and collegial relationships with other staff. Associate Professors are expected to provide specialist advice, encouragement, and support to academic staff in the School of Management & Marketing. It is also expected that the appointee will contribute towards a higher national and international profile for the Waikato Management School and demonstrate achievement and on-going interests in contemporary aspects in human resource management.

Associate Professors are expected to contribute to academic policy-making as an integral part of their role. It is also expected that they will set appropriate standards of scholarship, and ensure that, through their influence, the University's policies are guided by a proper regard for the promotion of scholarship and research-led teaching.

3. ACCOUNTABILITY

The Associate Professor is responsible to the Vice-Chancellor through the Head of the School of Management & Marketing, who in turn is responsible to the Vice-Chancellor through the Division of Management Pro Vice-Chancellor.

4. KEY RELATIONSHIPS:

Head of School
Pro Vice-Chancellor
Other School staff, academic and professional
Division staff, academic and professional
Students
Research Institutes and Centres
Research Office and external research organisations and funders
External Stakeholders

5. KEY TASKS

Having regard to the aims, objectives and long-term strategic goals of the School, Division, and the University, the primary objectives required of an Associate Professor include the following:

Academic Leadership and Administration

- Provide academic leadership, specialist advice, encouragement and mentoring to academic staff in the Human Resource Management discipline. This includes advancing research training to build research capacity, contributing to leadership development and developing cross-and inter-disciplinary teaching and research initiatives.
- Carry out key administrative functions including active and constructive participation at School and Division meetings and undertake administration, planning, policy development and/or committee work, where appropriate. This may involve participating in University committees.
- Initiate and actively encourage successful academic or industry/business/professional contacts outside the University, both nationally and internationally, in consultation with the School and University. This may involve representing the University externally from time to time.

Research and Scholarship

- Maintain an active research programme, conduct high 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.
- Apply for and obtain external research funding
- Act as a mentor to other staff and assist with the development of a successful and excellent research culture and research-led teaching programmes.
- Successful involvement in relevant professional/business and/or community/iwi activities.

Teaching

- Prepare and deliver high quality research-informed lectures and/or seminars and, as appropriate, conduct and/or coordinate tutorials, practical classes, demonstrations, or workshops.
- Contribute to or be responsible for paper coordination and delivery. This includes: paper administration; initiating and developing teaching material; appraisal, review and evaluation of programmes and papers; development of the curriculum; developing and delivering online papers, where appropriate; and updating teaching resources and paper materials.
- Supervise honours, postgraduate, and PhD students including as Chief Supervisor.
- Carry out marking and assessment activities.
- Utilise teaching technologies to achieve desired outcomes.
- Be readily available to advise and meet with students including maintaining regular office hours.

General

- 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 as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual professional goal setting interview with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Associate Professor will be performing satisfactorily when:

- Effective academic leadership and mentoring is provided. Research capacity is enhanced and cross- and inter-disciplinary teaching and research initiatives are developed.
- Personal and/or team research and scholarship activities yield demonstrable outcomes evidenced by both continued publications in high quality refereed journals and non-print media outcomes, where appropriate. A research and publication record of sustained excellence is achieved with a recognised contribution to the academic field, at the international level.
- Teaching and associated duties are fulfilled to a high level of competency at all levels, defined by School norms and expectations including paper appraisal and teaching evaluation. This includes contributions to pedagogical and educational developments within the subject area. Sustained excellence in research-led teaching is demonstrated at all levels so as to provide academic leadership and set appropriate standards of scholarship.
- Learning, at all levels, is appropriately facilitated in accordance with the School, Division and University's goals and objectives.

- Regular contributions are made to appropriate professional/business and/or community/iwi groups and/or in a public service or University or national/international representation capacity. The national and international profile of Waikato Management School is enhanced.
- A contribution is made to the School, Division and University administration, as appropriate to the Associate Professor level.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

- A PhD in Human Resource Management, or equivalent.

TRAINING, SKILLS AND KNOWLEDGE

- Knowledge of a broad range of Human Resource Management subjects, with expertise in one or more of the following: Human Resource Information Systems (HRIS), AI for HRM, occupational health and wellbeing, organisational psychology, HR analytics.
- Publishing track record in leading journals relevant to the area of research, with clear evidence of research impact.
- A demonstrated track record of internationally recognised research in terms of originality, significance, and rigour to be recognised as a competent researcher in the field.
- A demonstrated record of engaging in collaborative research nationally and internationally, and industry related knowledge transfer.
- Demonstrated ability to provide high levels of academic leadership, act as a leader of a research team and/or act as a mentor to other staff.
- Experience in or demonstrated willingness to engage in interdisciplinary or multidisciplinary teaching and/or research.
- Demonstrated sustained excellence in undergraduate teaching, including the ability to lecture to large numbers, conduct small group seminars and tutorials effectively and use a variety of delivery methods.
- Track record in teaching and supervising undergraduate and postgraduate students.
- Demonstrated ability to provide a major contribution to the graduate and postgraduate programme including the supervision of Honours, Masters and PhD students, with a number of PhDs students supervised to completion.
- Proven contributions to pedagogical and educational developments in the subject more widely.
- Demonstrated commitment to using innovative teaching methods and materials e.g. distance delivery techniques, team teaching, online delivery. Ability to apply teaching technologies to achieve desired outcomes and to maintain and update those skills.
- Demonstrated success in attracting and supervising high quality postgraduate research students.
- Demonstrated ability to make a significant contribution to Division/School/Programme administration, where appropriate.
- Experience in completing grant applications.
- Proven ability to communicate and work effectively with staff and students.
- Experience of working with overseas universities.

Preferred

- Quantitative research skills.

PERSONAL QUALITIES

- Flexible, positive approach; adaptable in new and changing situations.
- Self-motivation and a pro-active approach including a demonstrated commitment to innovation.
- Demonstrated capacity to work effectively as a member of a team, enhance and maintain collegial relationships and where relevant.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- 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.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

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