

POSITION DESCRIPTION

Director of The Psychology Centre

Reports to:	Head of School, School of Psychological and Social Sciences
Division:	Te Wānanga o Ngā Kete Division of Arts, Law, Psychology, and Social Sciences
Tenure:	Permanent
Location:	Hamilton
Date:	25 August 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

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

- Tū 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

Te Wānanga o Ngā Kete the Division of Arts, Law, Psychology and Social Sciences (ALPSS) is a large and dynamic Division that includes Te Kura Toi the School of Arts, Te Kura Whatu Oho Mauri the School of Psychological and Social Sciences, and Te Rākau Kotahi the School of Law, Politics, and Philosophy. The Division also has one research institute, Te Ngira the Institute for Population Research (IPR) and one research centre, Te Puna Haumaru Centre for Security and Crime Science.

The Psychology Centre is in the School of Psychological and Social Sciences in the Division of Arts, Law, Psychology and Social Sciences. The centre has the following objectives:

- To promote education and pre-service training in clinical psychology in order to enhance the skills of personnel in the public mental health sector in the Waikato Region specifically, as well as contributing to the national workforce.
- To increase the number of Psychologists able to meet the needs of population groupings which are not currently well served, such as Māori;
- To educate personnel to develop innovative and evidence-based assessment and intervention techniques to improve the outcomes of persons referred for psychological treatment;
- To provide a forum for training and development in advanced methods and competencies for practising psychologists and, where appropriate, other mental health providers (in particular those methods known as cognitive-behavioural and other appropriate methods);
- To promote a model of service for providing assessment and treatment for persons who may be eligible for public mental health services, but whose needs may not be fully met;
- To develop and implement programmes to meet the needs of children, youth, their whānau and adults in the region who may require specialised mental health treatment programmes;
- To facilitate the conduct of clinical psychology research, and in particular treatment outcome research, by psychology students and academic staff working in these areas;
- To carry on any other objectives which may seem capable of being conveniently carried on in connection with the above purposes or objects or calculated directly or indirectly to advance the same.

The centre works in close co-operation with the University of Waikato Clinical Psychology Programme, Te Whatu Ora, ACC, and other regional agencies and service providers.

The Clinical Psychology Programme at the University of Waikato emphasises a scientist-practitioner model of professional practice. The programme has as its theoretical emphasis the cognitive-behavioural model.

The centre aims to develop innovations in evidence-based interventions, adapt empirically validated methods for the Aotearoa/New Zealand context, and enhance the profile of clinical psychology methods in the mental health service. The role requires close collaboration with the University clinical programme and senior psychologists in other agencies, such as Te Whatu Ora.

2. POSITION PURPOSE

To lead and manage The Psychology Centre in the pursuit of its objectives. This includes strategic planning, close liaison with the University of Waikato Clinical Psychology Programme and Te Whatu Ora, budget management, contract negotiation, marketing, oversight of the delivery of high-quality student supervision, staff management and understanding of and commitment to the principles of Te Tiriti o Waitangi demonstrated through planning and action.

3. ACCOUNTABILITY

The Director reports to the Head of the School of Psychological and Social Sciences, and through

them to the Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences.

4. KEY RELATIONSHIPS

University of Waikato Clinical Psychology Programme staff
Te Whatu Ora
ACC
General Practitioners
Students of the University of Waikato
Other referral agents and mental health service contract funders

5. KEY RESPONSIBILITIES

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

Leadership and Staff Management

- Provide strategic leadership and direction for The Psychology Centre, ensuring activities and priorities align with its purpose and objectives.
- Foster a safe, inclusive, and high-performing workplace culture.
- Lead and oversee recruitment, induction, performance development, and workforce planning activities.
- Support staff capability and professional growth through coaching, mentoring, and development opportunities.
- Address employee relations matters appropriately and in accordance with university policies and procedures.

Financial Management

- Provide effective financial leadership and stewardship of The Psychology Centre in accordance with university policies, procedures, and delegations.
- Lead the development of annual budgets and financial plans in consultation with the Head of School and relevant university stakeholders.
- Manage financial resources responsibly to ensure the centre's ongoing sustainability and achievement of strategic objectives.
- Monitor financial performance and identify opportunities to optimise commercial revenue, expenditure, and resource utilisation.
- Oversee commercial contract development, negotiation, and management to support the centre's operational and financial requirements.

Psychological Treatment and Assessment

- Provide strategic oversight of the delivery of high-quality, evidence-based clinical psychology services that support the centre's objectives.
- Maintain professional standards and clinical governance frameworks that promote safe, ethical, and effective practice.
- Lead and coordinate the delivery of psychological assessment and intervention services provided by centre staff, students, and associated practitioners.
- Foster innovation in assessment, treatment, and service delivery models to enhance client outcomes and service effectiveness.

Clinical Supervision

- Provide leadership and oversight of clinical supervision activities to ensure alignment with the requirements of the Postgraduate Diploma in Clinical Psychology Programme and relevant professional standards.
- Work collaboratively with the Clinical Programme Director, Senior Clinical Tutor, and other stakeholders to support high-quality clinical training outcomes.
- Ensure that clinical services delivered by students are safe, effective, ethical, and consistent with professional and regulatory requirements.
- Ensure the provision of, and participation in, cultural supervision for staff and for students.
- Maintain professional competence in clinical supervision and contribute to the ongoing development of supervision capability within the centre.
- Contribute to teaching, assessment, and curriculum activities within the clinical psychology training programme and related courses, as appropriate.
- Participate in student selection, examination, and other programme governance activities that support the development of future clinical psychologists.

Research

- Provide leadership for the development of a research-informed culture that advances The Psychology Centre's strategic objectives and enhances clinical practice.
- Foster and support clinical research, with a particular focus on treatment effectiveness, service outcomes, and evidence-based practice.
- Lead the development, implementation, and evaluation of innovative programmes and services that respond to the needs of clients and communities.
- Support student and staff engagement in research and maintain oversight of research activity relevant to the centre.
- Initiate, contribute to, and facilitate research projects, partnerships, and funding opportunities that align with centre priorities.

New Initiatives

- Identify, develop, and implement strategic opportunities that enhance The Psychology Centre's services, impact, scope of practice, scale, and sustainability.
- Lead the development, negotiation, and management of new programmes, partnerships, contracts, and post-registration training initiatives.
- Promote the centre's services, expertise, and initiatives to relevant stakeholders and decision-makers.
- Represent the centre in regional and national forums and contribute to initiatives that support the advancement of clinical psychology training, research, and service delivery.

Te Tiriti o Waitangi and Cultural Responsiveness

- Demonstrate a commitment to Te Tiriti o Waitangi through leadership, planning, and decision-making across all aspects of the centre's activities.
- Promote culturally responsive practices that support the needs and aspirations of Māori staff, students, clients, and communities.
- Integrate relevant developments, frameworks, and best practice approaches informed by Te Tiriti o Waitangi into the centre's services, policies, and operations.
- Foster an inclusive environment that values Māori knowledge, perspectives, and ways of working.

Strategy and External Engagement

- Provide strategic leadership to ensure The Psychology Centre's long-term sustainability, growth, and impact.
- Develop and maintain effective partnerships and collaborative relationships that advance the centre's objectives and enhance service delivery, teaching, and research.

- Monitor and respond to emerging trends, opportunities, and challenges within the mental health, health, and higher education sectors.
- Ensure the centre remains responsive to relevant policies, regulatory requirements, and strategic priorities of Te Whatu Ora, the University of Waikato, and the Postgraduate Diploma in Clinical Psychology programme.

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 annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such a meeting approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Director will be performing satisfactorily when:

- The Psychology Centre is effectively led and managed in alignment with its strategic objectives.
- Staff are appropriately supported, developed, and managed in accordance with university policies and good employment practices.
- Financial resources are effectively managed, and the centre operates within approved budgets.
- High-quality clinical psychology services are delivered in accordance with professional, ethical, and regulatory standards.
- Clinical supervision supports the requirements of the Postgraduate Diploma in Clinical Psychology programme and relevant professional standards.
- Research and innovation activities contribute to the advancement of clinical practice and the centre's objectives.
- New programmes, partnerships, and initiatives enhance the centre's impact, profile, and sustainability.
- The principles of Te Tiriti o Waitangi are reflected in the centre's leadership, services, and operations.
- Effective relationships are maintained with key stakeholders, partners, funders, and professional bodies.
- The centre responds effectively to strategic, regulatory, and sector developments.
- Health and safety responsibilities are met in accordance with university policies and legislative requirements.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Senior Registered Psychologist with a minimum of a Masters degree in Psychology and a Post Graduate Diploma in Clinical Psychology.
- Current registration under the Clinical Scope of Practice with the NZ Psychologists Board.
- Professional affiliation to a national body.

Preferred

- A Ph.D. in Psychology.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Ten or more years of clinical experience and formal training in clinical supervision.
- Ability to work with other professionals and to form positive working relationships with medical practitioners and other professionals in the mental health and primary health areas.
- Demonstrated successful experience in staff and/or budget management.
- Extensive post qualification experience in supervision of interns, work in a mental health setting, programme development, implementation and evaluation.

Preferred

- Experience of research in clinical psychology is preferred.
- Experience working with ACC or other contracting agencies.
- Current full driver's license.

PERSONAL QUALITIES

- Self-motivation, a pro-active and flexible approach including a demonstrated commitment to innovation.
- Demonstrated capacity to work effectively as a member of a team.
- Proven ability to maintain a professional approach while under pressure.
- Ability to relate effectively and sensitively to clients and students 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.