

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

POSITION DESCRIPTION

**Lecturer in Biomedical Sciences
Division of Health**

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 Health undertakes research and teaching to achieve better, fairer health outcomes in Aotearoa. Currently, it offers teaching and research in the areas of Biomedical Science, Health Promotion, Healthy Active Living, Human Performance Science, Nursing, and Sport Development and Coaching. In 2025, new graduate-entry programmes in Midwifery and Pharmacy will be offered for the first time. Future plans include establishing graduate-entry programmes in Medicine, Occupational Therapy and Physiotherapy. The Division of Health is committed to addressing health inequities and preventable diseases, with a particular focus on improving Māori and Pacific health outcomes.

2. POSITION PURPOSE

To contribute to the teaching, postgraduate thesis supervision and administration requirements of the School of Pharmacy and Biomedical Sciences in accordance with University workload norms, as well as to develop original scholarship and research, and to 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 Pharmacy who in turn is responsible to the Vice-Chancellor through the Pro Vice-Chancellor of Health. On a day-to-day basis, the Lecturer is responsible to the Head of Pharmacy.

4. FUNCTIONAL RELATIONSHIPS:

Pro Vice-Chancellor of Health
Head of Pharmacy
Division Managers
Academic staff members
Technical staff members
Other Heads/Directors of Programmes
Deputy Deans
The Vice-Chancellor and Deputy Vice-Chancellors
Staff of central support divisions
Directors of Research Institutes and Centres
Heads/Deans of Schools in other Divisions
Other academic and general staff in the Division and University

5. KEY TASKS

Having regard to the aims, objectives and strategic goals of the School, the Division and the University, the primary objectives required of the Lecturer include the following:

- Prepare and deliver research-informed lectures 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 paper material; development of the curriculum; developing and delivering online papers, where appropriate; and updating teaching resources and paper materials.
- Carry out paper 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.
- Effectively supervise student work integrated learning experiences.
- Provide academic leadership and mentorship for other academic staff.
- Conduct high quality research and contribute to knowledge development through scholarship and publication. This will include dissemination of research findings through conferences, seminars and publications.
- Apply for and obtain external research funding for research projects.
- Carry out broad administrative functions including active and constructive participation at Programme/School and/or Division meetings and undertake administration, planning and/or committee work where appropriate.

- Contribute to the development and implementation of teaching innovation and curriculum refreshment
- Contribute to the development and implementation of a strategic plan for outreach, including high school engagement and student recruitment.
- Participate in the maintenance of a safe and healthy work environment for self and others including students.
- Any other duties that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness

NOTE: Staff will have an annual objectives, development and reflection (ODR) meeting with their manager. New staff normally attend such a meeting 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 an acceptably high level of competency defined by Division/School and Programme norms and expectations including paper appraisal and teaching evaluation.
- Student learning, at all levels, is appropriately facilitated in accordance with the School/Division and University's goals and objectives.
- Personal and/or team research and scholarship activities yield demonstrable outcomes normally evidenced by both continued publications in books and refereed journals and presentation or publication of conference papers; and other non-print media outcomes, where appropriate.
- Research outputs enhance the School's research profile.
- 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 Programme/School/Division administration, as appropriate, relative to workload norms and expectations.
- Evidence of academic leadership and mentoring of more junior staff.
- Safe and healthy work practices are followed. University policies and procedures, relevant work standards and statutory obligations are complied with.
- A commitment to Te Tiriti o Waitangi is demonstrated.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

A PhD, or equivalent qualification, in one of the biomedical sciences disciplines. There is a preference for applicants with research interests in computational molecular biology, computational medicinal chemistry or pharmaceuticals.

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.
- Demonstrated commitment to using innovative teaching methods and materials e.g. distance delivery techniques, team teaching skills, and teaching in clinical practice.
- A commitment to interdisciplinary and interprofessional teaching and learning.
- A track record of high-quality research publications and an established national and international research profile.
- A proven ability to communicate effectively with students and staff.
- Time management skills
- An interest and willingness to contribute to School, Division and University administration matters.
- A willingness to teach and provide supervision on all campuses of the University.

Preferred

- Demonstrated success in attracting and supervising high-quality postgraduate research students to completion at Honours, Master's and PhD level.
- A track record in applying for and obtaining external research income.

PERSONAL QUALITIES

- Self-motivation and a pro-active 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 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 Te Tiriti o Waitangi.

August 2024