

POSITION DESCRIPTION

Lecturer in Digital Business

Reports to:	Executive Head of School
Division:	Management
Tenure:	Permanent
Location:	National Economics University
Date:	March 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty 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

The University of Waikato has established a relationship with National Economics University in Hanoi, Vietnam. Students can complete the Bachelor of Business (BBus) offered by the University of Waikato in Vietnam in one of two majors:

- Digital Business
- Supply Chain Management

2. POSITION PURPOSE

To contribute to the teaching and administration requirements associated with the delivery of the University of Waikato BBus degree at the National Economics University in Hanoi, Vietnam and maintain and develop original scholarship and research, and undertake professional/community service activities relevant to the profession or discipline. This position is only available in Vietnam and the incumbent has no right of reversion to a similar position at the University of Waikato in Hamilton or any other centre in New Zealand.

The position is focused on teaching of undergraduate papers in Digital Business.

Academic staff provide quality teaching and oversight in lectures, tutorials, computer laboratories, and workshops, and undertake paper administration. They implement assessment of degree credit work, and may train and supervise other staff.

It is envisaged that the appointee will spend a short period of time at the University of Waikato in New Zealand for professional development before starting teaching at NEU. The appointee will make further trips to the University of Waikato in New Zealand for further professional development.

Many of the tasks in the Lecturer to Professor range are common to each level, but as staff members advance in their careers they are expected to perform the tasks at a higher level. This may be evidenced by an increase in the quality of teaching performance; a greater contribution to the advancement of the discipline through achievements in research and scholarship and/or professional practice; increased leadership; and a greater contribution to university administration and academic matters more generally.

3. ACCOUNTABILITY

The Lecturer is responsible to the Vice-Chancellor through their Executive Head of School, or equivalent who in turn is responsible to the Vice-Chancellor through the appropriate Pro Vice-Chancellor.

4. KEY RELATIONSHIPS

Pro Vice-Chancellor
Head/Dean of School/Faculty or equivalent
NEU Programme Convenor
Other Division staff
Associate Dean (Trans National Education and Partnerships) at the University of Waikato
Students
Relevant Research Institutes and Centres and external research agencies
Staff at National Economics University (NEU)
External stakeholders

5. KEY RESPONSIBILITIES

Having regard to the aims, objectives and long-term strategic goals of the School/Faculty, Division and 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 co-ordinate tutorials, practical classes, demonstrations, or workshops.

- 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/Faculty.
- Carry out broad administrative functions including active and constructive participation at Programme and/or School/Faculty 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.
- Liaise with NEU in Vietnam about maintaining 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 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 Lecturer will be performing satisfactorily when:

- Teaching and associated duties are fulfilled to a high level as defined by School/Faculty norms and expectations including paper appraisal and teaching evaluation.
- Student learning, at all levels, is appropriately facilitated in accordance with School/Faculty, Division and University goals and objectives.
- Personal and/or team research and scholarship activities yield demonstrable outcomes normally evidenced by continued publications in books and refereed journals, presentation or

publication of conference papers and/or performance/works of art/other non-print media outcomes, as appropriate.

- Research collaborations are developed.
- Research grant applications are submitted.
- 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 School/Faculty administration, 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

- A PhD in Digital Business, Information Systems or a related discipline.

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 PhD students.
- Demonstrated commitment to using innovative teaching methods and materials e.g. online and distance delivery techniques, team teaching skills.
- Evidence of ability to conduct and publish research demonstrated by conference presentations and the quality of doctoral/masters research.
- Broad and in-depth knowledge of the following areas:
 - Digital business and/or information systems disciplines
 - Teaching across cultures
- A proven ability to communicate effectively with students and staff.
- Demonstrated success in attracting external research funding.
- Demonstrated success in attracting and supervising high quality postgraduate research students.
- An interest and willingness to contribute to departmental and University administration matters.
- Demonstrated ability to master existing and new theories, models and approaches in the relevant discipline.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Time management skills.
- Current full driver's license.
- Relevant industry experience.
- Curriculum development skills.

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.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.