

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

POSITION DESCRIPTION

Lecturer in Finance

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 University of Waikato has established a Joint Institute with Hangzhou City University in Hangzhou, China. Students can complete one of three degrees offered by the University of Waikato in China:

- Bachelor of Business Major in Finance
- Bachelor of Design (BDes) Major in Interface Design
- Bachelor of Design (BDes) Major in Media Design

2. POSITION PURPOSE

To contribute to the teaching and administration requirements associated with the delivery of the University of Waikato Bachelor of Business (Major in Finance) degree at the University of Waikato Joint Institute at Hangzhou City University (NZUWI), to 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 China 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 primarily focused on teaching of Finance papers for students in the Bachelor of Business degree. However, BDes Media students will also be taking some of these papers.

Lecturers 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 some time at the University of Waikato in New Zealand for professional development before starting teaching at NZUWI. The appointee will make further trips to the University of Waikato in New Zealand for professional development, as appropriate during the period of employment.

Many of the tasks in the Lecturer to Professor range are common to each level, but as staff members advance in their career 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

For academic issues, professional goal setting and performance review, the position is responsible to the Pro Vice-Chancellor of the Division of Management or designate.

For NZUWI administrative responsibilities, the Lecturer will report to the Associate Dean Academic – Executive Vice Dean based at NZUWI.

4. KEY RELATIONSHIPS:

Internal: Pro Vice-Chancellor of the Division of Management or designate
Head of School of Accounting, Economics and Finance
Academic Director WMS Asia Programmes (Program Convenor)
Associate Dean Academic – Executive Vice Dean at NZUWI
Other staff of NZUWI
Associate Dean (Trans National Education and Partnerships) at the University of Waikato
Staff at the University of Waikato
Students

External: Staff at Hangzhou City University

5. KEY TASKS

Having regard to the Vision and Profile of the University and the strategic goals of the Division 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 co-ordinate tutorials, practical classes, demonstrations, or workshops, using innovative teaching techniques.
- 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 student research and internships.

Research

- Build and 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.
- Publish in high quality international refereed journals.
- Build and maintain national and 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 and/or outreach activities relevant to the Division.
- Assist with administrative functions including active and constructive participation at Division 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 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 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 a high level as defined by School/Division 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 continued publications in books and refereed journals, presentation or publication of conference papers where appropriate.

- Research collaborations are developed.
- Research grant applications are submitted.
- Regular contributions are made to appropriate professional and/or community groups and/or in a public service or University or national representation capacity.
- Regular contributions are made to School/Division 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 Finance, Economics, Econometrics 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.
- Demonstrated commitment to using innovative teaching methods and materials e.g. online and distance delivery techniques, team teaching skills.
- Broad and in-depth knowledge of the following areas:
 - Asian and particularly Chinese culture
 - Finance and Economics disciplines
 - Teaching across cultures
- Proven ability to communicate and work effectively with staff and students.
- Time management skills.

Preferred

- An established and high-level record of research and publishing or equivalent at an international level and an active programme of scholarship, including some in journals that are highly ranked, as evidenced by rankings such as ABDC at the A or A* level.
- Demonstrated commitment to using innovative teaching methods and materials e.g. online and distance delivery techniques, team teaching skills.
- Demonstrated success in attracting and supervising high quality postgraduate research students.
- Demonstrated success in attracting external research funding and in completing grant applications.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- 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 and, where relevant, to act as a leader of a research team or chairperson.
- 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.