

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

POSITION DESCRIPTION

Lecturer

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

Te Wānanga Toi Tangata Division of Education provides innovative approaches to both education and educational research. The Division comprises a number of arms of expertise:

- Te Kura Toi Tangata School of Education offers a range of programmes in areas of initial teacher education, education and society, counsellor education, disability and inclusion, human development, educational leadership, digital learning and teaching English to speakers of other languages.
- Wilf Malcolm Institute of Educational Research ensuring the successful management, completion and dissemination of research.
- Te Whai Toi Tangata Institute of Professional Learning provides high quality professional learning opportunities.
- Poutama Pounamu promotes contexts for change where equity, excellence and belonging can be realised.

This position is based in Te Kura Toi Tangata School of Education ideally at the Tauranga campus, and may involve teaching at both our Hamilton and Tauranga Campuses as well as online.

Te Kura Toi Tangata School of Education offers quality academic programmes in social sciences in education and initial teacher education at undergraduate level, and a range of programmes from counselling to educational leadership across both taught and research postgraduate. Our programmes are research-informed and delivered through high quality academic staff catering for domestic and international students. As a leader of education in New Zealand, we are committed to enhancing education through teaching, research and professional services.

2. POSITION PURPOSE

The position will contribute predominantly in Human Development specifically child development, with the opportunity for staff to contribute to other fields that benefit from their knowledge and interests.

To contribute to the teaching, postgraduate supervision and administration requirements of the School, maintain and develop original scholarship and research, and undertake professional/community/iwi service activities relevant to the profession or discipline.

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 artistic 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 Head of School who in turn is responsible to the Vice-Chancellor through the Pro Vice-Chancellor Te Wānanga Toi Tangata Division of Education.

4. KEY RELATIONSHIPS:

Pro Vice-Chancellor Te Wānanga Toi Tangata Division of Education
Head of School Te Kura Toi Tangata School of Education
Leadership team in Te Kura Toi Tangata School of Education

Other School and Division staff
Students
Relevant Research Institutes, Centres and Units
Research and Enterprise 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 Division and University, the primary objectives required of a Lecturer include the following:

Teaching and Learning

- Prepare and teach research-informed face to face and online lectures and/or seminars and, as appropriate, conduct and/or convene tutorials, practical classes, demonstrations, or workshops.
- Contribute to or be responsible for paper convening and teaching. This includes: administration; initiating and developing material; appraisal, review and evaluation of programmes and papers; development of the curriculum; developing and teaching on-line papers, where appropriate; and updating teaching resources and materials.
- Carry out marking and assessment activities.
- 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.
- Carry out broad administrative functions including active and constructive participation at Programme and School 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 that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual objective, development and reflection (ODR) session with their manager. New staff normally attend such an interview 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 norms and expectations including paper appraisal and teaching evaluation.
- Student learning, at all levels, is appropriately facilitated in accordance with School, 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.
- 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 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 Masters qualification in a relevant discipline
- A PhD working towards completion
- Appointment may be made subject to completion of a doctoral degree within a defined time frame

Preferred

- A PhD in a relevant discipline
- A recognised teaching qualification
- A current practicing certificate or willingness to renew certification

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Broad and in-depth knowledge of human development specifically in child development
- Willingness to explore opportunities to connect with others to grow the Human Development programmes
- Demonstrated success in undergraduate teaching including the ability to engage with 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 teaching techniques, team teaching skills
- Evidence of ability to conduct and publish research demonstrated by conference presentations/publications and the quality of doctoral/masters research
- A proven ability to communicate effectively with students and staff
- An interest and willingness to contribute to School 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

Preferred

- Understanding of bicultural approaches and knowledge of Māori perspectives
- Understanding and knowledge of Pasifika perspectives
- Demonstrated success in attracting external research funding
- Demonstrated success in attracting and supervising high quality postgraduate research students.

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 Te Tiriti o Waitangi

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