# The University of Waikato
# Te Whare Wānanga o Waikato

## POSITION DESCRIPTION

## Postdoctoral Fellow

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| **Reports to**: | Adele Williamson |
| **Division:** | STEM – School of Science |
| **Tenure**: | Two-year fixed term |
| **Location**: | Hamilton |
| **Date**: | January 2027 |

**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 Division of Engineering, Computing and Science (STEM) comprises the Schools of Engineering, Computing and Mathematical Sciences, and Science. The Division also has several research units, including the Environmental Research Institute and commercial/equipment units which embody staff and research activities.

The School of Science provides teaching and research in several academic programmes including: Aquaculture, Biomedical Science, Chemistry, Earth Sciences, Ecology and Biodiversity, Environmental Sciences, and Molecular and Cellular Biology. The School offers a range of qualifications at undergraduate and postgraduate levels which are delivered on both the University of Waikato Hamilton campus and the Tauranga campus.

## 2. POSITION PURPOSE

The Postdoctoral Fellow is a postdoctoral academic appointment resourced by the Human Frontiers Science Program Accelerator grant *Universal Biochemistry of RNA in the Cold*. The Fellow will have a strong interest in research in this area, be expected to participate in applicable duties within the School/Faculty and potentially contribute to undergraduate and postgraduate teaching where appropriate. The Fellow will work under the supervision of one or more senior mentors.

## 3. ACCOUNTABILITY

The Postdoctoral Fellow is responsible to the Research Leader of the Human Frontiers Science Program Accelerator grant

## 4. FUNCTIONAL RELATIONSHIPS:

Head/Dean
Programme Leader
Research and Enterprise Office

## 5. KEY TASKS

Having regard to the aims and objectives and the long-term strategic goals of the School/Faculty, the Division and the University the primary objectives of the Postdoctoral Fellow include:

- Conduct high-quality research into low-temperature adaptation of RNA structures and contribute to knowledge development through scholarship, publication and conference and public presentations.
- Participate as a new scholar in the School of Science
- Collaborate with academic colleagues and relevant stakeholders.
- Contribute to teaching in undergraduate and postgraduate programmes as a guest lecturer where appropriate.
- 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.

## 6. PERFORMANCE STANDARDS

The Postdoctoral Fellow will be performing satisfactorily when:

- Research is carried out as planned, and project milestones are achieved.
- Expertise in the research area is disseminated and available to University staff, students and stakeholders as arranged.
- Contributions made to administration and other School/Faculty activities demonstrate initiative, engagement and collegiality.
- Relevant collaborations, partnerships and relationships are developed.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

**NOTE:** Staff have annual objectives, development and reflection (ODR) meetings with their manager.

November 2026

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

- PhD in a relevant field.

## TRAINING, SKILLS AND KNOWLEDGE

- An established and high-level record of research and publishing and an active programme of scholarship.
- Experience in molecular methods (cloning, PCR), bacterial cell culture (aseptic technique, transformation) and use of standard bioinformatics tools. Experience in working with environmental bacteria, extremophiles or microbes other than E. coli is an advantage. A knowledge of RNA biology would also be beneficial but is not essential.
- A proven ability to communicate and work effectively with internal and external stakeholders
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Current full driver's license.

## PERSONAL QUALITIES

- Proven ability to maintain a professional approach while under pressure.
- Self-motivation and a pro-active approach.
- Willingness to contribute and operate as part of a team.
- 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.