

## **POSITION DESCRIPTION**

### **Postdoctoral Fellow**

|                    |                                                   |
|--------------------|---------------------------------------------------|
| <b>Reports to:</b> | Director, Institute for Chronic Diseases Research |
| <b>Division:</b>   | Office on the Deputy Vice Chancellor              |
| <b>Tenure:</b>     | Fixed term                                        |
| <b>Location:</b>   | Hamilton                                          |
| <b>Date:</b>       | October 2026                                      |

#### **Vision**

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student 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 Institute for Chronic Disease Research (ICDR) is the first research institute in NZ to focus on the combined aspects that result in chronic disease. With chronic health conditions having a significant economic burden on the government (10% of GDP), and the research funding landscape shifting to include a priority on health, the ICDR is a timely and strategic investment. The economic and social benefits of this Institute will be significant across all scales from whānau and local communities, to wider NZ society. For the University of Waikato, the ICDR will build a strong reputation in cutting-

edge, transdisciplinary, and transformational health research. The ICDR is strategically aligned with the growth of the NZ Graduate School of Medicine, and will support research-informed teaching, and grow opportunities for postgraduates, academic and clinical staff to contribute towards nationally significant and world leading research.

The unique structure of the ICDR—an interwoven matrix of platforms and pillars—will support and grow research that examines the complexities of co-morbidities and intersecting chronic disease (e.g., cardiovascular disease, mental health and cancer), and research that is grounded in culturally-specific and place-based knowledge (with the Māori and Pacific platform threading across all pillars). The ICDR will build upon existing areas of staff research strengths and facilitate and support transdisciplinary collaborations across the University. The ICDR will build the capacity of current staff, from postgraduates and early career researchers to future research leaders.

## **2. POSITION PURPOSE**

The Postdoctoral Fellow is a postdoctoral academic appointment resourced by the Institute for Chronic Disease Research. The Fellow will have a strong interest in research in this area, be expected to participate in applicable duties within the Institute 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 Director of the ICDR.

## **4. FUNCTIONAL RELATIONSHIPS:**

Deputy Vice Chancellor Research  
Other Institutes, Schools and Division staff  
Other Researchers and research partners

## **5. KEY TASKS**

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

- Conduct high-quality research related to projects aligned with the strategic direction of the ICDR and contribute to knowledge development through scholarship, publication and conference and public presentations.
- Develop new research proposals, grant applications, and projects aligned with the strategic direction of the ICDR
- Follow and fulfil the requirements of any projects aligned with the ICDR.
- Participate as a new scholar in the ICDR.
- 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 ICDR/Faculty activities demonstrate initiative, engagement and collegiality.
- Relevant collaborations, partnerships and relationships are developed.
- Any supervision including supervision of PhD or Masters students is carried out effectively and is appropriately facilitated in accordance with the ICDR, Division and University goals and objectives.
- 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. New staff normally attend such a meeting approximately three months after taking up their appointment.

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

- PhD in a relevant field (e.g., health, science).

## TRAINING, SKILLS AND KNOWLEDGE

- An established and high-level record of research and publishing and an active programme of scholarship.
- Broad and in-depth knowledge of the area of developing research plans and methods, informing design, approach, collation, analysis and reporting of specific research projects and providing research capability and project management.
- Ability to provide a significant contribution to the graduate and postgraduate programme including the supervision of Honours, Masters and PhD students.
- 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.