

POSITION DESCRIPTION
Program Director – Doctor of Medicine

Reports to:	Dean of New Zealand Graduate School of Medicine
Division:	Health
Tenure:	Fixed Term 3 years
FTE	0.8FTE
Location:	Hamilton
Date:	September 2025

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 is establishing the New Zealand Graduate School of Medicine (NZGSM) to address national workforce shortages and improve equity in health outcomes. The NZGSM will deliver a graduate-entry medical programme adapted from the Partner University Doctor of Medicine, with a distinctive focus on primary care, cultural safety, and rural and regional placements.

Students will complete Year 1 at the Hamilton campus, followed by three years of regional and community-based clinical placements, designed to produce graduates who are well prepared for primary care, rural practice and service to Māori and Pacific communities.

2. POSITION PURPOSE

The Programme Director – Doctor of Medicine will provide academic leadership in the design, integration, and delivery of the graduate-entry medicine curriculum.

The role will focus on the adaptation of the Partner University Doctor of Medicine programme to meet the context of Aotearoa New Zealand, embedding hauora Māori, equity, and cultural responsiveness across all programme components.

Working in collaboration with the Strategic Lead – Medical School Accreditation and Operations, the Programme Director – Doctor of Medicine will coordinate curriculum writing with medical experts, and ensuring assessments are mapped to accreditation standards.

The Programme Director – Doctor of Medicine will contribute to the development of a distinctive academic identity for the NZGSM and play a central role in preparing for accreditation milestones.

The Programme Director – Doctor of Medicine will also provide leadership and line management to the four Academic Leads (Domains 1–4), ensuring integration across practitioner, professional/leader, health advocate, and scientist/scholar domains.

3. ACCOUNTABILITY

The Programme Director – Doctor of Medicine will:

- Be accountable through the Division of Health to the Dean of the New Zealand Graduate School of Medicine.

4. KEY RELATIONSHIPS

Internal: Dean and NZGSM Senior Leadership Team
Strategic Lead – Medical School Accreditation and Operations
Domains Leads
Year Level Programme Leads
Lead, Simulation and Skills
Heads of Clinical Sciences, Biomedical Sciences, Population & Community Health, and Assessments
Academic and professional staff across the University
Māori and Pacific leadership groups.

External: Iwi and Māori health providers; Pacific health organisations
Health New Zealand/Te Whatu Ora – Health NZ
Medical Council of New Zealand
Australian Medical Council
Academic and professional staff at Australian partner universities
Academic and professional staff at New Zealand partner universities
Regional hospitals, primary care practices, and community health organisations.

5. KEY RESPONSIBILITIES

5.1 Leadership and Strategy

- Provide academic leadership for the Medicine Programme.
- Lead the Academic Leads (Domains 1–4) ensuring domain-level leadership is well integrated and aligned with programme outcomes.
- Ensure vertical and horizontal curriculum alignment through all years.
- Guide the establishment phase, ensuring smooth transition to ongoing delivery.
- Support accreditation processes with AMC, CUAP and MCNZ.
- Champion bicultural practice and ensure Te Tiriti o Waitangi is embedded in curriculum and operations.
- Collaborate with the Strategic Lead – Medical School Accreditation and Operations to align curriculum adaptation with accreditation documentation and institutional readiness plans.
- Ensure that all adapted elements of curriculum and assessment are explicitly mapped to AMC and MCNZ standards, with evidence of contextualisation for Aotearoa New Zealand.

5.2 Curriculum Development and Integration

- Lead the structured adaptation of the Partner University Doctor of Medicine curriculum for Aotearoa New Zealand, ensuring it reflects Te Tiriti o Waitangi, Pae Ora (Healthy Futures), and New Zealand's health workforce priorities.
- Ensure curriculum adaptation decisions are co-designed with Māori, Pacific, rural, and underserved community stakeholders, and validated against national health policy and practice expectations.
- Work in close partnership with the Strategic Lead – Medical School Accreditation and Operations to ensure adaptation outputs are version-controlled and fully integrated into accreditation submissions.

5.3 Teaching and Learning

- Ensure teaching is research-informed, culturally safe and aligned with programme objectives.
- Support development of high-quality clinical placement opportunities across regions.
- Teach in areas of expertise as appropriate.

5.4 Research and Scholarship

- Promote a research-active environment that supports medical education and health workforce outcomes.
- Foster collaboration with Waikato's health, biomedical, and community research centres.
- Encourage staff to secure external research funding and deliver impactful outputs.

5.5 Clinical Engagement

- Work alongside Dean of Medicine with regional hospitals, general practices and iwi health providers to ensure placement capacity.

5.6 Partnerships and Engagement

- Build strong, reciprocal relationships with iwi, Māori health providers, Pacific communities and regional partners.
- Engage with government, regulatory and professional bodies to represent the programme.

- Advocate for health equity and community service.

5.7 Management and Administration

- Lead and manage the Academic Leads (Domains 1–4), Year Leads (1–4), and Lead, Simulation and Skills.
- Oversee resources and allocation of teaching responsibilities.
- Ensure compliance with University policies, health and safety obligations and accreditation standards.
- 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 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 Program Director – Doctor of Medicine will be performing satisfactorily when:

- The adapted partner university curriculum demonstrably reflects the health, cultural, and workforce needs of Aotearoa New Zealand, with documented stakeholder input from Māori, Pacific, rural, and underserved communities.
- Successful accreditation by AMC and CUAP; ongoing compliance with MCNZ requirements.
- Evidence shows that collaboration with the Strategic Lead – Medical School Accreditation and Operations results in clear alignment between academic adaptation decisions and accreditation documentation.
- High-quality teaching and student outcomes, reflected in evaluations and graduate destinations.
- Effective stakeholder relationships, particularly with iwi, Pacific and rural communities.
- Demonstrated leadership in building staff capability and research activity.
- Sound financial and resource management.
- Interactions in the course of performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings and/or projects is provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

7. CONDITIONS OF EMPLOYMENT:

The role will be appointed as Associate Professor or Professor. The appointment will be subject to an individual employment agreement. An appropriate package will be negotiated. It is acknowledged that the successful applicant may wish to retain some clinical responsibilities, with the final FTE of the role to be negotiated.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Medical qualification registrable in New Zealand or significant academic leadership experience in medical education.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Evidence of leadership in curriculum design, accreditation, and programme delivery.
- Demonstrated commitment to Te Tiriti o Waitangi and equity in health outcomes.
- Strong record of teaching and/or research in medical education or related fields.
- Excellent relationship management, influencing and communication skills.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.

PERSONAL QUALITIES

- Consultative, inclusive and adaptable to successfully engage with a diverse range of stakeholders and at all levels of the organisation.
- A demonstrated commitment to challenge the status-quo and drive continuous improvements.
- Strong technical ability with systems and processes
- Collaborative team player that develops positive working relationships with colleagues and stakeholders/users
- Ability to monitor multiple tasks, prioritise and maintain progress.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in contract research and service.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Te Tiriti o Waitangi.