The University of Waikato
Te Whare Wānanga o Waikato

THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Research Officer – Indigenous AI

Reports to:	Director Te Kotahi Research Institute
Division:	Office of Deputy Vice-Chancellor Māori
Tenure:	February 2026 – February 2028
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

Te Kotahi Research Institute engages in research that contributes to enhancing the well-being for Iwi, Māori, Indigenous communities, and society. Te Kotahi Research Institute is aligned with and supports the work of the Deputy Vice-Chancellor Māori, positioning Te Kotahi as a cross-University research institute enabling it to bring together academics and researchers from across the University to support, develop, and promote research for, by, and with iwi/Māori. It will bring together scholars across disciplines to undertake research through its extensive networks both nationally and internationally, acknowledging the diverse nature of Māori research and the needs and aspirations of iwi/Māori communities and other end users. Te Kotahi has a research

programme focused on developing leading edge knowledge and integrated solutions appropriate to both discipline-based and multidisciplinary study.

2. POSITION PURPOSE

The Research Officer – Indigenous AI is an academic appointment resourced by the Te Kotahi Research Institute. The Research Officer will have a strong interest in research in the area of Indigenous AI, be expected to participate in applicable duties within Te Kotahi Research Institute. This will include supporting Māori research and capacity building initiatives including integration of Indigenous knowledge into AI, data and digital innovation, and policy where appropriate. The Research Officer will work under the supervision of one or more of our senior mentors.

3. ACCOUNTABILITY

The Research Officer is responsible to the Te Kotahi Research Institute.
The Research Officer is supervised by the Director of Te Kotahi Research Institute.

4. KEY RELATIONSHIPS:

Institute Director
Institute Board of Directors
Staff of Te Kotahi Research Institute
Deputy Vice-Chancellor Māori
Staff of DVCM Office
Research Office Staff
Other University of Waikato staff
Research and Enterprise Office
External research organisations
Iwi, hapu, Māori community organisations
Indigenous communities and research institutions

5. KEY TASKS

Having regard to the aims and objectives and long-term strategic goals of the Te Kotahi Research Institute and University the primary objectives of a Research Officer include:

- Having regard to the aims and objectives and the long-term strategic goals of the Institute, the Division, and the University, the primary objectives of the Postdoctoral Fellow include:
- Conduct high quality research related to Indigenous AI and digital innovation.
- Contribute to knowledge development through development of resources related to indigenous perspectives and knowledge systems.
- Contribute to knowledge exchange through scholarship, publication, and conference and public presentations.
- Contribute to capacity building initiatives for Māori/Indigenous students and community members
- Support agency initiatives as appropriate.
- Develop research proposals around Indigenous AI and related topics.
- Participate as a new scholar in the Te Kotahi Research Institute and the University of Waikato.
- 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.

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

6. PERFORMANCE STANDARDS

The Research Officer will be performing satisfactorily when:

- Research is effectively supported and conducted as planned, is guided by an up-to-date knowledge of the field and milestones are achieved.
- Expertise in the research area is available to departmental staff and students.
- Funding Proposals are developed and submitted.
- Expertise in the research area is disseminated and available to University staff, students and stakeholders as arranged.
- Relevant collaborations, partnerships and relationships are developed.
- Contributions made to administration and other departmental activities demonstrate initiative and a willingness to support School/Faculty goals and objectives.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A Masters degree, or equivalent experience, in a relevant field with a high-quality research component.

Preferred

- PhD.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Research skills either in extending research techniques or work using those techniques.
- Ability to provide leadership and support to students, especially graduate students, and to support and assist academic staff.
- Skills in training and educating users in particular equipment or techniques.
- Organisational skills related to managing equipment, and/or a programme of work, efficiently and effectively.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.

Preferred

- Evidence of successful involvement in attracting external research funding.

PERSONAL QUALITIES

- Self-motivation and a pro-active approach.
- Willingness to contribute and operate as part of a team.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Ability to maintain a professional approach while under pressure.
- 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.