

## **POSITION DESCRIPTION**

### **Scholarships Team Leader (Postgraduate)**

|                    |                                         |
|--------------------|-----------------------------------------|
| <b>Reports to:</b> | Dean of the School of Graduate Research |
| <b>Division:</b>   | School of Graduate Research             |
| <b>Tenure:</b>     | Permanent                               |
| <b>Location:</b>   | Hillcrest campus, Hamilton              |
| <b>Date:</b>       | August 2026                             |

#### **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 Mata Kairangi School of Graduate Research sits under the Office of the Deputy Vice-Chancellor Research. The School is responsible for the strategic leadership and provision of services and administrative support for all scholarships, awards and prizes, and postgraduate higher research degree programmes, including Doctor of Philosophy (PhD), Higher Doctorates (DLit, DSc, LLD), Professional Doctorates (EdD, DMA), Master of Philosophy (MPhil) at the University of Waikato.

## 2. POSITION PURPOSE

The Scholarships Team Leader (Postgraduate) is responsible for the effective management of the University's portfolio of postgraduate scholarships, bursaries and prizes, inclusive of taught and research masters degrees and higher research degrees.

The role requires (a) leadership and line management of School of Graduate Research Scholarship Advisors; (b) oversight of all service provision related to Scholarships including efficient operationalisation of strategy, maintaining effective and up-to-date processes and administration, and reporting; (c) provision of specialist knowledge and recommendations in the development, review and revision of Scholarships regulations and processes, and (d) engagement with external stakeholders to grow the postgraduate scholarships portfolio.

The role provides high-level assistance to the Dean of the School of Graduate Research (including delegations as appropriate) and members of the Scholarships Committee and Scholarships Executive, as well as maintaining effective working relationships with other internal business units and external stakeholders that support Scholarships.

## 3. FUNCTIONAL RELATIONSHIPS

**Internal:** Deputy Vice-Chancellor Research and Staff of the Office of the Vice-Chancellor  
Dean and Staff of Te Mata Kairangi School of Graduate Research  
Associate Deans Postgraduate Research (Divisions/Faculty)  
Staff of: Finance; Development Office; International and Engagement Office;  
Research and Enterprise Office; Innovation and Impact; Student Services;  
Communications; Marketing; Planning Performance and Analytics  
Staff of Divisions and Faculty  
Members of the Scholarships Committee and Scholarships Executive  
Other University staff  
Enrolled students of the University of Waikato

**External:** Prospective and current funders/donors/sponsors  
Prospective students and their families  
Scholarship panel members  
Universities New Zealand Scholarships Committee  
Other funding organisations in New Zealand  
Other University scholarships offices  
National and international working groups and professional bodies  
Other service providers

## 4. KEY RESPONSIBILITIES

### Operational and administrative

- Maintain up to date knowledge of university policies, procedures and business processes as they relate to all aspects of scholarships (undergraduate, postgraduate and research) and the research portfolio.
- Provide strategic and data-informed advice about current postgraduate scholarships and future postgraduate scholarship opportunities to the University's Vice-Chancellor, Deputy

Vice-Chancellor Research, Dean of the School of Graduate Research, and other members of the University Leadership Team, as required.

- Provide a high level of support, including recommendations, to the Dean of the School of Graduate Research (i.e., Chair of the Scholarships Committee).
- Monitor and manage the University's centrally-funded postgraduate scholarship funds including regular reporting on financial expenditure, forecasts, and numbers of applications, awards, and current scholarship recipients.
- In conjunction with the Development Office, oversee external scholarship funds relating to postgraduate scholarships, bursaries and prizes.
- Develop and implement an annual operational plan to deliver on the priorities of the University Strategy and to achieve the objectives of the School of Graduate Research Plan, as they relate to postgraduate scholarships.
- Act as delegated authority for the Dean of the School of Graduate Research in scholarships matters, where necessary and as agreed in advance.
- Identify and leverage opportunities to grow external relationships and develop the postgraduate scholarships portfolio, in collaboration with other business units of the university as required.
- Work closely with Research and Enterprise and Impact and Innovation teams to support and grow applied partnerships through co-funded scholarships.
- Uphold the University's commitment to the principles of Te Tiriti o Waitangi | The Treaty of Waitangi, providing culturally-responsive support to Māori and Pacific stakeholders.
- Participate in university-wide working groups that have implications for Scholarships
- Respond to Official Information Act requests in a timely manner.
- Determine funding availability, and number of awards that can be made, for internal and external postgraduate scholarships, liaising with other business units of the university as required.
- Undertake special projects as required by the Dean, School of Graduate Research
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

### **Committees and Panels**

- Provide high level support to the Scholarships Executive, Scholarships Committee and scholarship selection panels.
- Chair scholarship selection panels, as delegated by the Chair of the Scholarships Committee.
- Produce the Annual Report for the Scholarships Executive and contribute to the Annual Report for the Scholarships Committee in collaboration with the Scholarship Team Leader (Undergraduate).

### **School of Graduate Research**

- Provide leadership and management to Scholarship Advisors with primary responsibility under postgraduate scholarships, including ensuring fair and manageable workload distribution, supporting professional development and goal setting, cultivating a positive and inclusive work culture, resolving conflict, and performance management as required.
- Liaise closely with other Scholarship Team Leaders to ensure clear workload allocation and responsibilities across all areas of the scholarships portfolio.
- Provide guidance on complex matters escalated by Scholarships Advisors.
- Lead the recruitment of new Scholarship Advisors and ensure effective onboarding processes.
- Lead the review and development of new and improved internal processes relating to postgraduate scholarships.

- Develop and maintain robust systems and processes to ensure that postgraduate scholarship data and information are managed effectively and sensitively, are easy to access and are up-to-date.
- Role model best practice and participate in the continuous improvement of good practice in meeting the needs of internal and external stakeholders.
- Proactively support the Higher Research Degrees Manager and other members of the School as required.
- Be willing to deputise for Scholarships Team Leaders (Undergraduate and Research) as required.

### **External stakeholder engagement**

- Participate in national working groups and professional bodies relevant to scholarships, at a level appropriate to the role and as delegated by the Dean of the School of Graduate Research.
- Build and maintain strong relationships with external stakeholders and funders (including commercial and other applied partners), and scholarship offices at other universities, to support growth and competitiveness in scholarships.
- Ensure the scholarship webpages and any other marketing materials are up to date, accurate and informative. Provide prompt review of marketing and promotional material related to postgraduate scholarships.
- Provide informed and professional advice and information to external stakeholders (e.g., alumni, funders/donor/sponsors, government agencies).
- Oversee the attendance and delivery of activities relating to scholarships at Open Days and internal workshops for students and academic staff.
- Identify external scholarship funding available to academic staff and students for postgraduate degrees and disseminate information effectively.
- Oversee the organisation of presentation ceremonies, functions and other forms of celebration/publicity as appropriate.

### **Team Contribution**

- Work effectively as a member of the Scholarships Team in the School of Graduate Research to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

### **Continuous Improvement**

- Actively contribute to the ongoing development and improvement of School of Graduate Research systems and processes.

**NOTE:** Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

## 5. PERFORMANCE STANDARDS

The Scholarships Team Leader (Postgraduate) will be performing satisfactorily when:

- A positive, supportive and inclusive working culture exists within the School of Graduate Research and the Scholarships team.
- The Dean of the School of Graduate Research and other members of the University Leadership Group are supported in decision-making around postgraduate scholarships.
- The University Strategy and School of Graduate Research Plan are delivered through an effective operational plan that includes initiatives relating to postgraduate scholarships. Leadership is displayed in proposing and implementing new initiatives for the School.
- Postgraduate scholarship funds are managed effectively and responsibly.
- Prompt and professional advice and administrative support on scholarship matters is provided to internal and external stakeholders. Internal and external relationships are developed and maintained effectively.
- Complex queries and problems regarding postgraduate scholarships are managed in a professional and timely manner, with a high level of autonomy, and escalated to the Dean of the School of Graduate Research where appropriate.
- Knowledge of wider professional practice is maintained, such as through national working groups and interacting with other scholarship offices, to inform strategic decision making.
- Scholarship Advisors are well managed, supported in their career development, and report satisfaction in their role.
- New Scholarships Advisors are supported in their role-specific training, and established Scholarships Advisors are supported to provide training.
- Scholarship Advisors are aware of, and comply with University policies, procedures, work standards and statutory obligations; and have appropriate information, supervision and training to perform their role .
- The School of Graduate Research is supporting a respectful and culturally-responsive environment for Māori and Pacific students, staff and external partners.
- Scholarship systems and processes are efficient, compliant, documented and monitored, and team process documentation is up-to-date.
- University regulations, guidelines and procedures relating to Scholarships are up-to-date and fit-for-purpose.
- Committees related to postgraduate scholarships are supported administratively.
- Accurate and accessible Scholarship data and records are maintained.
- Projects are completed in an effective and timely manner.
- University events (e.g., open days, orientation) activities and workshops relating to scholarships are attended and delivered in a professional and culturally-responsive manner.
- Website content and other marketing materials related to postgraduate scholarships are kept up-to-date and information is available to students and staff in accessible formats.
- Safe and healthy work practices are followed and University policies, procedures, relevant work standards and statutory obligations are complied with.

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

### Essential

- A bachelor's degree or relevant work experience.

### Preferred

- A postgraduate qualification.

## SKILLS, KNOWLEDGE and EXPERIENCE

### Essential

- Proven staff management and leadership experience.
- Ability to think strategically, identifying relevant opportunities and risks.
- High-level written and interpersonal communication skills with attention to detail.
- Ability to communicate with stakeholders in a professional and succinct manner.
- Advanced ICT skills and experience, particularly Microsoft Office, spreadsheets and databases.
- Previous experience with financial management of large funds including budgeting, forecasting and financial reporting.
- Proven planning, organisational, analytical and problem-solving skills, with ability to prioritise and meet tight deadlines.
- Ability to manage projects and organise events.
- Ability to work both independently and collaboratively as part of a team.
- Demonstrated ability to work in accordance with regulations and policies, including proven experience in developing, implementing and reviewing internal regulations and processes.
- Knowledge of the New Zealand tertiary education environment.

### Preferred

- Ability to kōrero in te reo Māori.
- Advanced data analytics skills.
- Ability to use SITS/e-Vision Student Management System.

## PERSONAL QUALITIES

- Complete discretion and confidentiality.
- Team leadership attributes.
- Genuine commitment to the mission, values and work of the University of Waikato.
- Ability to relate well to a wide range of people from a variety of backgrounds and cultures in a pleasant, professional, courteous and sensitive manner.
- Client-focused with a flexible, professional approach and an ability to build effective relationships.
- Ability to prioritise and make sound judgements.
- Ability to manage challenging conversations and maintain performance standards in a sometimes high pressure environment.
- Ability to work both individually and collaboratively.
- Commitment to equal opportunity and to upholding the University's commitment to the principles of Te Tiriti o Waitangi | The Treaty of Waitangi.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to ongoing professional development and building capability.