

**The University of Waikato  
Te Whare Wānanga o Waikato**

**POSITION DESCRIPTION**

**Senior Lecturer – Hydrology**

**Vision**

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

**Values**

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu 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 Wānanga Pūtaiao the Division of Health, Engineering, Computing and Science (HECS) comprises the Schools of Health, 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.

Te Aka Mātuatua - School of Science provides teaching and research in several academic programmes including: Aquaculture, Biomedical Science, Chemistry, Earth Sciences, Ecology and Biodiversity, Environmental Sciences, Marine 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 Senior Lecturer will provide quality teaching in hydrology and hydrological hazards, including lectures, tutorials and workshops, laboratories and fieldtrips; training and supervision of sessional assistants; and undertake paper administration (including co-convening papers). The Senior Lecturer will also contribute

to postgraduate supervision and administration requirements of the School, maintain and develop original scholarship and research, and undertake professional/community/iwi service activities relevant to the discipline.

### **3. ACCOUNTABILITY**

The Senior Lecturer is responsible to the Vice-Chancellor through the Earth and Environmental Sciences Academic Team leader, who in turn is responsible to the Vice-Chancellor through the Pro Vice-Chancellor of the HECS Division via the Dean of Te Aka Mātuatua - School of School.

### **4. KEY RELATIONSHIPS:**

Pro Vice-Chancellor  
Dean of School, Te Aka Mātuatua – School of Science  
Academic Team Leader, Earth and Environmental Sciences  
Academic team members  
Technical staff in the School  
Other Division and School staff  
Students  
Relevant Research Institutes and Centres and external research agencies  
External stakeholders

### **5. KEY TASKS**

Having regard to the aims, objectives and long-term strategic goals of the School, Division and University, the primary objectives required of a Senior Lecturer include the following:

#### **Teaching and Learning**

- Prepare and deliver research-informed lectures and/or seminars and, as appropriate, conduct and/or co-ordinate tutorials, practical classes, demonstrations, or workshops.
- Responsible for paper co-ordination and delivery. This includes: administration; initiating and developing material; appraisal, review and evaluation of programmes and papers; development of the curriculum; developing and delivering on-line papers, where appropriate; and updating teaching resources and materials.
- Organise, train and supervise the work of sessional assistants.
- Carry out marking and assessment activities including the setting of examinations.
- Be readily available to advise and meet with students including maintaining regular office hours.
- Supervise honours, graduate and postgraduate students.

#### **Research**

- Maintain an active research programme and conduct quality research and contribute to knowledge development through scholarship and publication. This will include involvement in research projects and attendance and presentation at academic conferences, and leadership of a research team and obtaining external research funding for specific projects.
- Build and maintain national, and preferably international, research collaborations which enhance the profile and reputation of the University.
- Contribute to, or lead, applications for external research funding and knowledge transfer and commercialisation activities.

## **Service and Administration**

- Participate in professional and/or community/iwi and/or outreach activities relevant to the School.
- Carry out broad administrative functions including active and constructive participation at Academic Team and/or School meetings and undertake administration, planning and/or committee work where appropriate.

## **Other**

- 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 professional goal setting interview with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.>

## **6. PERFORMANCE STANDARDS**

The Senior Lecturer will be performing satisfactorily when:

- Teaching and associated duties are fulfilled to a high level as defined by School norms and expectations including paper appraisal and teaching evaluation.
- Student learning, at all levels, is appropriately facilitated in accordance with School, Division and University goals and objectives.
- Privacy of student information is maintained within University guidelines.
- Contributions made to curriculum refreshment demonstrate initiative and a willingness to support School goals and objectives.
- Personal and/or team research and scholarship activities yield demonstrable outcomes normally evidenced by continued publications in books and refereed journals, presentation or publication of conference papers, as appropriate.
- Research collaborations are developed.
- External research funding is awarded.
- Regular contributions are made to appropriate professional and/or community/iwi groups and/or in a public service or University or national representation capacity.
- Regular contributions are made to the School administration, as appropriate, relative to workload norms and expectations.
- Safe and healthy work practices are followed. University policies and procedures, relevant work standards and statutory obligations are complied with.

## PERSON SPECIFICATION

### EDUCATIONAL QUALIFICATIONS

#### Essential

- A PhD in a relevant discipline.

### TRAINING, SKILLS AND KNOWLEDGE

#### Essential

- Up to date knowledge of hydrological processes and hazards.
- Proven teaching skills at tertiary level.
- Marking and assessment skills with high levels of accuracy.
- Organisational and administrative skills, including experience with managing sessional assistants.
- Developing track record of high quality research publications or equivalent at international level.
- Basic te reo Māori, or willingness to learn.

#### Preferred

- Demonstrated success in undergraduate teaching including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively.
- Demonstrated commitment to using innovative teaching methods and materials e.g. online and distance delivery techniques, team teaching skills.
- Demonstrated ability to contribute to the graduate and postgraduate programme including the supervision of Honours, Masters and PhD students.
- Understanding of the value of Mātauranga Māori in scientific research.
- An established track record of high quality research publications or equivalent at international level.
- Demonstrated experience in engaging with iwi on issues relevant to research discipline.
- Demonstrated success in attracting external research funding.
- Demonstrated success in attracting and supervising high quality postgraduate research students.
- Demonstrated ability to master existing and new techniques, theories, models and approaches in the relevant discipline.
- A proven ability to communicate effectively with students and staff.
- An interest and willingness to contribute to School and University administration matters.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Time management skills.

### PERSONAL QUALITIES

- Self-motivation and a pro-active approach including a demonstrated commitment to innovation.
- Demonstrated capacity to work effectively as a member of a team, with developing leadership capacity.
- Proven ability to maintain a professional approach while under pressure.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- 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.

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