

POSITION DESCRIPTION

Teaching Fellow in Pharmacy

Reports to: Head, School of Pharmacy and Biomedical Sciences

Division: Health

Tenure: Fixed-term

Location: Hamilton

Date: June 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

The Division of Health undertakes research and teaching to achieve better, fairer health outcomes in Aotearoa. Currently, it offers teaching and research in the areas of Biomedical Science, Health Promotion, Healthy Active Living, Human Performance Science, Nursing, and Sport Development and Coaching. In 2025, new graduate-entry programmes in Midwifery and Pharmacy were offered for the first time. Future plans include establishing graduate-entry programmes in Medicine, Occupational Therapy and Physiotherapy. The Division of Health is committed to addressing health inequities and preventable diseases, with a particular focus on improving Māori and Pacific health outcomes.

2. POSITION PURPOSE

Teaching Fellows provide quality teaching in lectures, tutorials and workshops, oversee laboratories and field trips, and undertake paper administration. They often have full responsibility for assessment of degree credit work and may train and supervise other staff.

This is a teaching focused position. Teaching Fellows are not required to undertake research or complete higher degrees as part of their role, and as such are not eligible to apply for research funding. Supervision of postgraduate students is not required but may be possible for appropriately qualified staff.

3. ACCOUNTABILITY

The Teaching Fellow is responsible to the Head, School of Pharmacy and Biomedical Sciences.

4. KEY RELATIONSHIPS

- Pro Vice Chancellor of Health
- Head of School
- Associate Deans
- Division Director
- Division Managers
- Other academic and general staff in the School and the Division of Health
- Staff of central support divisions
- Other academic and general staff in the Division and University

5. KEY TASKS

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

- Lecture, tutor, and, where appropriate supervise laboratory or field work.
- Work on content development, including the development of teaching materials and, for the graduate-entry Pharmacy programme.
- Contribute to the development and implementation of a strategic plan for clinical placement activities, and actively participate in these activities.
- Demonstrate a commitment to working within a team aiming to achieve an integrated approach with bicultural pharmacy practice and mental health pharmacy practice included throughout the curriculum.
- Undertake a minimum of one-day a week teaching of students in the graduate-entry Pharmacy programme commencing in 2025 and carry out paper marking and assessment activities.
- Undertake related paper administration activities.
- 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 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.

6. PERFORMANCE STANDARDS

The Teaching Fellow will be performing satisfactorily when:

- Lecturing and related teaching/support is of a high quality and uses innovative teaching and assessment techniques.
- Evidence of quality content development, including the development of teaching materials and, for the graduate-entry Pharmacy programme is done in a timely manner.
- There is active involvement in strategic clinical placement initiatives, and the organization of a streamlined and efficient clinical placement for all Pharmacy students.
- Paper coordinators and other academic staff are supported and assisted in paper administration and other related activities.
- Student learning is appropriately facilitated in accordance with School/Division expectations.
- A commitment is demonstrated to working within a team aiming to achieve an integrated approach with bicultural pharmacy practice.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.
- Contributions made to administration and other Programme activities demonstrate initiative and a willingness to support Programme/School/Division goals and objectives.
- A demonstrable commitment to Te Tiriti o Waitangi.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A postgraduate qualification in Pharmacy.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Knowledge and experience in teaching pharmacy
- Curriculum development skills.
- Proven teaching skills at tertiary level.
- Marking and assessment skills with high levels of accuracy.
- Organisational and administrative ability.
- A proven ability to communicate effectively with students and staff.
- Time management skills
- An interest and willingness to contribute to school and university administration matters.
- A willingness to teach and provide supervision on all campuses of the University.

Preferred

- Ability to apply information and communication technologies to achieve desired outcomes.

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, and, where relevant, to act as a leader of a research team.
- 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 Te Tiriti o Waitangi.