

POSITION DESCRIPTION

Teaching Fellow in Biomedical Sciences

Reports to: Head, School of Pharmacy and Biomedical Sciences

Division: Health

Tenure: Continuing

Location: Hamilton

Date: July 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student 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 is committed to addressing health inequities and preventable conditions, with a particular focus on improving outcomes for Māori and Pacific communities. It advances equitable health outcomes across Aotearoa through innovative research and high-quality teaching in Biomedical Sciences, Health Promotion, Healthy Active Living, Human Performance Science, Midwifery, Nursing, Pharmacy, and Sport Development and Coaching. In 2028, the Division of Health will welcome the inaugural cohort of students to the New Zealand Graduate School of Medicine (NZGSM).

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, at undergraduate and postgraduate level.
- Carry out paper marking and assessment activities.
- Organise, train and supervise the work of sessional assistants.
- Undertake related paper administration activities.
- Assist with the development of teaching materials and with paper revision.
- 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 modern teaching and assessment techniques.
- Paper convenors and other academic staff are supported and assisted in paper administration and other related activities.
- Student learning is appropriately facilitated in accordance with School/Faculty expectations.
- 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 postgraduate qualification in one of the biomedical sciences disciplines.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Proven successful tertiary-level teaching experience that is relevant to the Biomedical Science major
- Demonstrated commitment to using innovative teaching methods and materials e.g. online and distance delivery techniques, team teaching skills.
- A proven ability to communicate effectively with students and staff.
- An interest and willingness to contribute to departmental and University administration matters.
- Demonstrated ability to master existing and new theories, models and approaches in the relevant discipline.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Commitment to minoritised communities and cultural diversity (e.g. across ethnicity, gender, sexuality, disability) in professional/personal practice.
- Time management skills.
- Marking and assessment skills with high levels of accuracy.
- Organisational and administrative ability.
- Current full driver's license.

Preferred

- Curriculum development 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, 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.