Aro Tūranga | Position Description

Te Reo Translation | Faculty/Service Unit

Ahorangi Tuarua | Associate Professor

Te Tūranga | The Role

An Associate Professor has acknowledged expertise in a particular discipline or discipline area, provides exceptional, innovative teaching and undertakes high quality research/scholarship/creative work that informs their teaching.

With a national and growing international reputation within their discipline, it is expected that an Associate Professor will supervise Master's thesis and PhD students as well as mentor new Supervisors. The role will demonstrate academic leadership across the University, taking a lead in Faculty and University committees, and initiatives that support the achievement of UC strategic and operational objectives.

Ngā Uara | Our Values

We value manaakitanga, whanaungatanga and tiakitanga at Te Whare Wānanga o Waitaha and these uara (values) guide our decisions and behaviour. Our values provide a roadmap for how we do things, affirming our commitment to the oranga (health, safety and wellbeing) of our students through mana-enhancing pastoral care and support. Ngā Uara challenge and inspire us to be the best we can be. They make UC a great place to work and study.

Kawenga Takohanga | Key Accountabilities

These Key Accountabilities provide a representative summary of the major responsibilities for this position. They are not minimum standards and some may be aspirational, for example when new to the role. The Key Accountabilities should inform Professional Development objectives and individual goals as discussed in the University's Professional Development and Review process.

Teaching

Outcome:

A stimulating, research-led and supportive learning environment is created in which students have the opportunity to maximise their academic potential with the aim of developing intellectual independence.

Key responsibilities include:

- Design and deliver high quality teaching and support by utilising innovative, inspirational and proven pedagogical practices that stimulate learning.
- Lead and mentor colleagues to ensure programmes of study are up to date and leading-edge, reflecting a depth and breadth of discipline expertise and are appropriately assessed through evidence-based quality assurance. This is informed by collaboration across programmes of study.
- Design and deliver appropriate student assessments and provide effective and timely feedback.

- Course and teaching evaluation and feedback opportunities are identified and regularly undertaken. Feedback and critical self-reflection is proactively used for ongoing development.
- Lead the ongoing development of the Graduate Profile within your Faculty and discipline, and mentor other academic staff in embedding the Graduate Profile in all teaching, programmes and services.
- Encourage students to think critically and analytically and provide them with the skills to research and communicate outcomes effectively.
- Engage in Professional Development activities and research to continuously develop and inform your teaching practice and utilisation of innovative technologies.

Research/Scholarship/Creative Work

Outcome: High quality, innovative and valued research is designed, conducted, disseminated and utilised.

Key responsibilities include:

- Engage in and lead high quality, innovative research programmes, and identify and seek external support, funding and partnerships.
- Develop an international reputation and contribute to research environments at a national and increasingly, international, level.
- Develop a research portfolio that enriches undergraduate and postgraduate programmes of study.
- Develop and sustain constructive relationships that support research effectiveness, opportunities and discipline reputation at an international level. Demonstrate Academic Leadership by mentoring and supporting colleagues with the development of their research profiles.
- Develop a significant record of original research outputs through scholarship utilising appropriate media including prestigious publications and/or creative works.
- Attract and lead postgraduate students with research development and to research degree completion.
- Explore and develop ways to ensure that your research contributes to positive social, cultural, economic, technological and/or legal change.
- Lead and contribute to national and international initiatives on research policy, reviews and funding bodies, and professional discipline societies.

Service

Outcome: UC's strategic objectives, day-to-day activities and reputation is enhanced and well supported by our academic community.

Key responsibilities include:

- Be accessible to students to provide timely advice that reflects diverse needs.
- Take opportunities to initiate, lead and be involved in the wide range of activities available to promote collegiality, citizenship and UC reputation. For example: participation and engagement in Student Orientation; staff recruitment activities; Department/School/Faculty/UC/sector Committees; student-led activities.
- Advance UC’s national and global reach and reputation by creating and undertaking opportunities to serve at national and international levels. For example: Outreach and international student recruitment activities; Alumni events; conferences; advisory boards; media interviews, expert opinions and advice.
- Demonstrate leadership across course, programme and qualification academic reviews and reforms by engaging in quality assurance mechanisms and external moderation as required.
- Support the University to meet its obligations under the Education Act 1989 - to advance learning and knowledge, ensure research and teaching are closely interdependent, meet international standards of research and teaching, be a repository of knowledge and expertise, and undertake the role of critic and conscience of society.
- Sponsor and support a safe environment for staff and ensure:
  - a good knowledge and understanding of risks to safety and wellbeing, and the ability for staff to raise concerns; encourage discussion and support effective problem solving where required
  - the allocation of sufficient resources to effectively manage health, safety and wellbeing
  - all events are reported and investigated to identify root causes, and support and monitor the implementation of appropriate corrective actions.

Tangata Tū, Tangata Ora | Engaged, Empowered, Making a Difference

Outcome: Te Whare Wānanga o Waitaha achieves its objective through a constructive, supportive, and collaborative culture that includes and empowers all members of the UC whānau.

Key responsibilities include:

- Actively demonstrate, exemplify, and live Ngā Uara | the university values, embedding and promoting these in interactions with colleagues, students, and stakeholders.
- Respect and enact the Office of Treaty Partnership Triennial Plan and Te Tiriti o Waitangi.
- Embody UC's commitment to inclusiveness, participation, recognition, support, and sense of connection and belonging for all students and faculty.
- Positively contribute to and reinforce UC's commitment to Health, Safety and Wellbeing by reinforcing an environment that is safe and supportive for you, colleagues, students, contractors, and visitors; engage with and follow the University's documentation, in addition to Health and Safety legislation; and taking care, responsibility, and prompt action at all times.
- Contribute to the sustainability efforts of UC through the responsible use of resources and equipment.
- Maintain knowledge of UC's Risk Management Framework, including identifying critical issues and risks and ensuring that these are constructively raised and addressed.
- Participate in projects and other duties as requested to support UC's success.

Māngai Whakahaere | Reporting/Authority

Reporting Relationships

- Responsible to: Executive Dean
- Reports to: Head of Department/School
- Responsible for: Nil

Financial – Budgetary and Expenditure Limits

In accordance with the Education and Training Act 2020, Te Kaunihera o Te Whare Wānanga o Waitaha | University Council and the Tumu Whakarae | Vice-Chancellor are able to assign powers to delegates, who are authorised to take any action or sign any document (subject to any legal requirements and/or protocols of the University) within the authority of the delegation/s they hold. For financial transactions, individual delegation limits apply depending on each employee's role and seniority.

Kaupeka Utu | Salary Range

The starting salary is negotiable and is dependent on relevant skills, qualifications and experience of the successful applicant in accordance with the UC Academic Staff, Associated Staff, and Academic Support Staff Collective Employment Agreement.

Wheako me ngā Pūkenga | Experience and Skills

- Expert knowledge of subject area demonstrated by internationally-recognised contributions, such as refereed journal articles, books, book chapters, patents, etc.
- Record of distinction in research and scholarship such as international awards, keynote addresses, etc.
- Significant professional standing in areas relevant to the Department.
- Proven experience in the application of academic leadership.
- Proven experience at implementing effective teaching methods.
- Experience in student management in the undergraduate and postgraduate arenas.
- Demonstrated ability to generate external research income.
- Experience of research group leadership.
- Significant experience of supervising postgraduate research students to completion.
- Demonstrated capacity to build and foster research within the disciplines.
- Outstanding leadership skills, and the ability to delegate, coach, consult and give advice.
- Demonstrated administration and professional service contribution.
- National/international expert within discipline.
- Demonstrated understanding of, and experience in, delivering effective teaching methods and learning opportunities that enable a wide range of learners to succeed.
- Experience developing and leading innovative research programmes.
- Strong record of recent, high quality publications/outputs.

- Peer group recognition as a researcher of international standing.
- Evidence of reflective learning and continuous professional development.
- Active commitment to UC values, tikanga (protocols and processes), kawa, of cultural practice and traditions as guided by mana whenua and valuing te reo Māori.
- Competency in te reo Māori me ōna tikanga is an advantage.

Mātauranga | Education

- Doctoral Degree or equivalent (NZQA Level 10).

Whakangungu | Professional Development and Review (PD&R)

The University is committed to developing its staff. As part of this commitment a Professional Development and Review Process (PD&R) is undertaken regularly between you and your manager. This is to discuss and agree objectives and opportunities for your professional development and identify how these plans will contribute to the achievement of the University's objectives.