

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

POSITION DESCRIPTION

Pukenga (Lecturer) – Nursing

**Te Huataki Waiora School of Health
Division of Health, Engineering, Computing and Science**

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 Huataki Waiora School of Health is comprised of the Nursing programme and the Health, Sport and Human Performance Programme. The School is located in the Division of Health, Engineering, Computing and Science. The Nursing Programme offers undergraduate and post-graduate qualifications including the BNursing, BNursing (Hons), PG Certificate, PG Diploma, Master of Health Science (Nursing), Doctor of Health Science (Nursing) and PhD.

2. POSITION PURPOSE

To contribute to the teaching, postgraduate supervision and administration requirements of the Nursing Programme in accordance with workload norms, maintain and develop original scholarship and research, and undertake professional/community/iwi service activities relevant to the profession or discipline.

3. ACCOUNTABILITY

The Lecturer is responsible to the Vice-Chancellor through the Head of School, who in turn is responsible to the Vice-Chancellor through the Pro Vice-Chancellor.

4. KEY RELATIONSHIPS

Dean of Health

Programme Director

Other School staff

Students

Associate Dean (Māori), Division of Health, Engineering, Computing and Science (HECS)

Office of the Deputy Vice-Chancellor (Māori)

Relevant Research Institutes

External stakeholders

5. KEY TASKS

Having regard to the aims, objectives and long-term strategic goals of the School, Division and the University, the primary objectives required of a 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.
- Contribute to or be 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.
- 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 may include leadership of a research team and/or obtaining internal or external research funding for specific projects.
- Build and maintain national, and preferably international, research collaborations which enhance the profile and reputation of the University.
- Where appropriate, contribute to 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 Faculty.
- Carry out broad administrative functions including active and constructive participation at Faculty 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 Lecturer will be performing satisfactorily when:

- Teaching and associated duties are fulfilled to a high level as defined by Division and School expectations including paper appraisal and teaching evaluation.
- Student learning, at all levels, is appropriately facilitated in accordance with the School, Division and University 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 and/or performance/works of art/other non-print media outcomes, where appropriate.
- Research collaborations are developed.
- 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 and Programme 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 Masters, or equivalent qualification, in nursing.
- Registration as a nurse.

Preferred

- A PhD, or equivalent qualification, in nursing.

Other Essential Criteria

- Competence in Te Reo Māori and Tikanga Māori.
- Current practicing certificate issued by Nursing Council.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Demonstrated success in undergraduate teaching including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively.
- Ability to contribute to the graduate and postgraduate programme including the supervision of Honours, Masters and PhD students.
- Broad and in-depth knowledge of cultural safety and bicultural nursing practice.
- A proven ability to communicate effectively with students and staff.
- A track record of high quality research publications or equivalent at national and preferably international level.
- An interest and willingness to contribute to programme, school 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.
- Time management skills.

Preferred

- Demonstrated commitment to using innovative teaching methods and materials e.g. distance delivery techniques, team teaching skills.
- Demonstrated success in attracting and supervising high quality postgraduate research students.
- Demonstrated success in attracting external research funding.
- Industry experience.

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.
- 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.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

March 2021

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

POSITION DESCRIPTION

Pukenga Matua (Senior Lecturer) – Nursing

**Te Huataki Waiora School of Health
Division of Health, Engineering, Computing and Science**

Vision

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- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Te Huataki Waiora School of Health is currently comprised of the Nursing programme and the Health, Sport and Human Performance Programme. The School is located in the Division of Health, Engineering, Computing and Science. The Nursing Programme offers undergraduate and post-graduate qualifications including the BNursing, BNursing (Hons), PG Certificate, PG Diploma, Master of Health Science (Nursing), Doctor of Health Science (Nursing) and PhD.

2. POSITION PURPOSE

To contribute to the undergraduate and graduate teaching, postgraduate thesis supervision and administration requirements of Nursing Programme in accordance with University workload norms, to develop original scholarship and research, and to undertake professional/community/iwi service activities relevant to the profession or discipline.

3. ACCOUNTABILITY

The Senior Lecturer is responsible to the Vice-Chancellor through the Dean of Health who in turn is responsible to the Vice-Chancellor through the appropriate Pro Vice-Chancellor

4. FUNCTIONAL RELATIONSHIPS:

Internal: Dean
Programme Director
Other Programme staff
Students
Associate Dean (Māori) Division of Health, Engineering, Computing, and Science
Office of the Deputy Vice-Chancellor (Māori)
Relevant Research Institutes and Centres and external research agencies
External stakeholders

5. KEY TASKS

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

Teaching and Learning

- Prepare and deliver research-informed lectures and, as appropriate, conduct and/or co-ordinate tutorials, practical classes, demonstrations, or workshops.
- Contribute to or be responsible for paper co-ordination and delivery. This includes: paper administration; initiating and developing paper material; development of the curriculum; developing and delivering on-line papers, where appropriate; and updating teaching resources and paper materials.
- Carry out paper 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.
- Effectively supervise student work integrated learning experiences.
- Provide academic leadership and mentorship for other academic staff.

Research

- Conduct high quality research and contribute to knowledge development through scholarship and publication. This will include dissemination of research findings through conferences, seminars and publications.
- Apply for and obtain external research funding for research projects.

Service and Administration

- Carry out broad administrative functions including active and constructive participation at Programme/School and/or Division 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.
- Any other duties that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness

NOTE: Staff will 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 an acceptably high level of competency defined by Division/School and Programme norms and expectations including paper appraisal and teaching evaluation.
- Student learning, at all levels, is appropriately facilitated in accordance with the School/Division and University's goals and objectives.
- Personal and/or team research and scholarship activities yield demonstrable outcomes normally evidenced by both continued publications in books and refereed journals and presentation or publication of conference papers; and other non-print media outcomes, where appropriate.
- Research outputs enhance the School's PBRF profile.
- 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 Programme/School/Division administration, as appropriate, relative to workload norms and expectations.
- Evidence of academic leadership and mentoring of more junior staff.
- 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, or equivalent qualification in nursing.
- Registration as a nurse.

Other Essential Criteria

- Competence in Te Reo Māori and Tikanga Māori.
- Current practicing certificate from Nursing Council.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- 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. distance delivery techniques, team teaching skills.
- Broad and in-depth knowledge of the following areas: cultural safety and bicultural nursing practice.
- A proven ability to communicate effectively with students and staff.
- A track record of high-quality research publications and an established national and international research profile.
- Demonstrated success in attracting and supervising high quality postgraduate research students to completion at Honours, Masters and PhD level.
- A track record in applying for and obtaining external research income.
- 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.

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.
- 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 equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

March 2021