

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

POSITION DESCRIPTION

Lecturer

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

The School of Psychology is part of the Faculty of Arts and Social Science. It has a strong focus on applied psychology, both in terms of teaching and research. It offers a broad education in psychology at undergraduate level and a range of specialisations within psychology at graduate level, including programmes which lead to registration as a psychologist. The School has strong research culture covering a diversity of interests, methodologies and settings. Key goals for the School are to:

- i. Pursue excellence in scholarship, by providing a creative, supportive, and questioning environment for learning.
- ii. Provide an environment that serves the educational needs of the Māori community, in both the Waikato region and nationally.
- iii. Offer a high quality training to prepare students for career opportunities and graduate students for the professional practice of psychology.
- iv. Produce high quality research and scholarship that will enhance the School's reputation, both locally and internationally.

2. POSITION PURPOSE

To contribute to the teaching, postgraduate supervision and administration requirements of the School in accordance with workload norms, to maintain and develop original scholarship and research. In particular, the appointee will

- i. Be responsible for the coordination and delivery of undergraduate and graduate social psychology papers to be negotiated with the Chairperson of the School of Psychology.
- ii. Participate in research, including the development of research proposals, the conduct of research and the dissemination of research findings.
- iii. Supervise post-graduate students within the School of Psychology.

3. ACCOUNTABILITY

The Lecturer is responsible to the Vice-Chancellor through their Chairperson of School, who in turn is responsible to the Vice-Chancellor through the appropriate Dean.

4. FUNCTIONAL RELATIONSHIPS:

Internal: Chairperson of School
Other School and Faculty staff
Administrative staff
Students
Relevant Research Centres and Institutes

5. KEY TASKS

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

- Prepare and deliver research-informed lectures and/or seminars and, as appropriate, conduct and/or co-ordinate tutorials, practical classes, demonstrations, or workshops for undergraduate and post-graduate papers.
- Contribute to and be responsible for the co-ordination and delivery of core undergraduate and postgraduate papers in the Psychology programme. This includes: paper administration; initiating and developing paper 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 paper materials.
- Carry out paper marking and assessment activities including the setting of examinations.
- Supervise postgraduate research students.
- Contribute to the planning and administration of the Psychology programme.
- 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.
- Involvement in professional activities relevant to the discipline.
- Carry out broad administrative functions including active and constructive participation at School and/or Faculty meetings and undertake administration, planning and/or committee work where appropriate.

- Participate in the maintenance of a safe and healthy work environment for self and others, including students.
- Any other duties as required 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 the Chairperson of Psychology. 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 an acceptably high level of competency defined by School and Faculty norms and expectations including paper appraisal and teaching evaluation.
- Student learning, at all levels, is appropriately facilitated in accordance with the School, Faculty 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. Evidence will be provided of an active programme of scholarship and research.
- Regular contributions are made to appropriate professional groups in a public service or University or national representation capacity.
- Regular contributions are made to the School and/or Faculty 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

- Research-based PhD in psychology.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Broad and in-depth knowledge of areas relevant to teaching social psychology.
- A specialist area of research relevant to social psychology.
- A track record of high quality research publications, assessed against international benchmarks and an active programme of scholarship.
- A track record of high quality research publications worthy of an appointment at this level.
- The ability to lecture to large numbers and conduct small group seminars and tutorials effectively.
- A proven ability to contribute to the graduate and postgraduate teaching and research programme, including the supervision of Honours, Masters and PhD students.
- Ability to attract and supervise high quality postgraduate research students.
- A proven ability to communicate and work effectively with staff and students.
- Ability to attract external research funding and in completing grant applications, appropriate for appointment at this level.

Preferred

- Demonstrated high level of undergraduate teaching skills, including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively, and contributions to pedagogical and educational developments in the subject more widely.
- Demonstrated excellence in research publications, assessed against international benchmarks and an active programme of scholarship.
- Demonstrated ability to make a significant contribution to School administration, where appropriate.
- Time management skills.
- Demonstrated commitment to using innovative teaching methods and materials e.g. distance delivery techniques, team teaching 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.
- A commitment to equal opportunity for all.
- A demonstrated ability to work collaboratively and collegially.
- Respect for the diversity of approaches to the study of psychology.
- A commitment to evidence-based practice.
- A commitment to ethical behaviour in all aspects of work.

10 September 2014