

Aro Tūranga | Position Description

Ngāi Tahu Research Centre

Professor | Director Ngāi Tahu Research Centre

May 2024

Te Tūranga | The Role

As the Professor | Director of the Ngāi Tahu Research Centre (NTRC), you will be providing academic and people leadership to the NTRC as well as having a focus on Māori research and scholarship at UC. The University and Ngāi Tahu share a common vision of working in partnership to build Māori research capacity in the interest of supporting Iwi in realising their aspirations through priority research areas such as tribal economic development, government building, water, and health.

The role requires expertise in a discipline or discipline area of interest to NTRC, provides exceptional, innovative teaching and undertakes high quality research/scholarship/creative work that informs their teaching. They will demonstrate evidence of leadership in curriculum/discipline development at both national and international level and will be acknowledged as an excellent teacher.

With a national and international reputation within their discipline, it is expected that the role will supervise master's thesis and PhD students, adding to their proven record of completed supervisions. The Professor will also mentor new Supervisors and demonstrate academic leadership across the University, taking a significant role in Faculty and University business; serving on internal and external committees and leading 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 ora (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.



WHANAUNGATANGA

He mana tō te tangata
We value people and their differences



TIAKITANGA

He kaitiaki tātou katoa
We will enhance and nurture our resources



MANAAKITANGA

Kia aroha ki te tangata
We extend care and empower others

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.

People Leadership, Organisational Culture

Outcome: Leaders engage constructively through applying coaching and team cohesion frameworks to drive performance that motivates and inspires others to be their best

Key responsibilities include:

- Actively seek to understand the team, its challenges and next steps, including gathering information and data through 1:1 coaching conversations and team engagement surveys.

- Apply a Values lens to all decisions, systems, and processes, including role modelling the behaviours consistent with our Values, encouraging, rewarding, and recognising staff who exemplify our Values.
- Motivate the team to be customer and process improvement focused where the customer is at the heart of decisions and the design of systems and processes.
- Lead and inspire the team to co-create and reinforce a meaningful team purpose that articulates What/How/Why
- Co-create team goals that align with UC's strategic vision, Values and the team purpose.
- Create role clarity through 1:1 coaching conversations and deliberate interventions with the team.
- Continuously assess the job design ensuring the work of the team is structured so members interact with each other productively, this includes eliciting and interpreting feedback, reviewing position descriptions and applying T-Shape people methodology.
- Regularly assess the capability of team members and apply interventions and capability building as appropriate.

Strategy

Outcome: The NTRC provides both national and international leadership in indigenous scholarship and provides a centre for the intellectual capital and development of Ngāi Tahu

Key responsibilities include:

- Develop and successfully implement a three-year strategic plan that will facilitate the achievement of NTRC priorities and objectives.
- Monitor Centre activities against the approved strategy to ensure that NTRC remains on track for achievement.
- Ensure the timely and appropriate refresh/update of the plan on an annual basis.
- Undertake appropriate planning and consultation with key stakeholders to achieve expectations around purpose and priorities.

Leadership and Management

Outcome: The NTRC is provided with effective leadership and day to day management that enables the Centre to operate in accordance with both UC and Ngāi Tahu expectations and to achieve its purpose and priorities.

Key responsibilities include:

- Provide leadership consistent with Ngāi Tahu and the University's vision, strategic direction, and desired culture.
- Financial oversight and management of Centre activities.
- Develop and maintain a supportive climate that contributes to the wellbeing, satisfaction, and motivation of staff in their association with the Centre.
- Mentor staff and students as appropriate in the development of research, teaching, and other skills as necessary.
- Carry out appropriate Professional Development and Review, and salary review, processes with Centre staff, where applicable and in alignment with UC requirements.
- Maximise team effectiveness by using the diverse capabilities and strengths of individuals to their best advantage.
- Invited scholars/fellows are effectively supervised and/or supported.
- Identify and address any staff performance issues should they arise.
- Sponsor and support a safe environment for staff ensuring all health, safety and wellbeing requirements are top of mind.

Relationship Building

Outcome: New and existing strategic relationships are developed and maintained with internal and external Māori stakeholders. The Centre maintains the full confidence of Ngāi Tahu, and UC.

Key responsibilities include:

- Explore the potential and where appropriate develop international partnerships with overseas Universities and scholars that are aligned with the NTRC philosophy, priorities, and goals as supported by the Pou Whakarae.
- Build and maintain productive relationships with external stakeholders to enhance the reputation and standing of the Centre.
- Build and maintain productive relationships with internal (UC and NTRC) stakeholders to enhance the reputation and standing of the Centre.
- Provide advice, support, guidance, and expertise in conjunction with the Pou Whakarae, to the Vice-Chancellor and members of the Senior Management Team on all matters of interest to Māori, including their own relationships with Māori, their involvement in the Treaty of Waitangi obligations, and their cultural and academic responsibilities in relation to Māori.

- Work with the Pou Whakarae to develop and maintain networks and effective working relationships with Ngāi Tahu, Maata Waka, to enhance the standing of the University with staff, students and external stakeholders including Māori communities represented by Maata Waka.
- Establish, nurture, and maintain Ngāi Tahu and iwi relationships.
- In consultation with the Pou Whakarae, support the development of the University's partnership with Ngāi Tūāhuriri as mana whenua, and Te Rūnanga o Ngāi Tahu.
- Participate actively and positively in governance and management committees and projects of the University, as requested by the Pou Whakarae.
- Represent UC on boards, working groups, recruitment panels and committee appointments as requested by the Pou Whakarae.
- In collaboration with the Pou Whakarae, ensure the tikanga and kawa of Ngāi Tuahuriri (Ngāi Tahu) are known and understood across UC.

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 increasing 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 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 internationally ranked, innovative research programmes, and identify and seek external support, funding and partnerships.
- Lead and contribute to research environments beyond your immediate research group, as a recognised leader on a national and 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 embrace 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.
- Participate in projects and other duties as requested to support UC's success.

Māngai Whakahaere | Reporting/Authority

Reporting Relationships

- Responsible to: Pou Whakarae
- Reports to: Pou Whakarae
- Responsible for: Ngāi Tahu Research Centre Staff

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 Academic and Associated Staff Collective Employment Agreement.

Wheako me ngā Pūkenga | Experience and Skills

- National/international expert within discipline.
- Ability to provide strong strategic advice, leadership, and management practices across a wide range of areas relevant to Māori staff, students and communities.
- Demonstrable experience in working with iwi and building relationships with them as key stakeholders.
- Demonstrated understanding of, and experience in, delivering effective teaching methods and learning opportunities that enable a wide range of learners to succeed.
- Demonstrate a clear understanding of the importance of Kaupapa Māori research in a university setting.
- Significant experience developing and leading innovative research programmes.
- Excellent record of recent, high quality publications/outputs.
- Internationally recognised as an expert in discipline.
- Evidence of reflective learning and continuous professional development.
- Active commitment to upholding the values, tikanga (protocols and processes), kawa (rules) of cultural practice and traditions as guided by mana whenua, Ngāi Tūāhuriri, and valuing te reo Māori.
- Competency in te reo Māori me ōna tikanga is an advantage.

Mātauranga | Education

- PhD 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.