

The University of Waikato  
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Associate Dean Research and Postgraduate

**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

Waikato Management School (The Division of Management) offers qualifications at undergraduate, postgraduate and doctoral levels and is one of four divisions at the University of Waikato. It has distinguished itself among New Zealand business schools by the relevance and rigour of its education and research. It is a member of an elite group of global business schools that have earned Triple Crown status – an international acknowledgement of excellence in business education. Waikato Management School is committed to its strategy of empowering people to grow thriving businesses, a thriving society and a thriving world.



## 2. POSITION PURPOSE

To foster the development of research capability within the Division. To direct and oversee the development, implementation and administration of the Division's research and postgraduate activities in support of the University's core mission and education goals.

## 3. ACCOUNTABILITY

The appointee is responsible to the Pro Vice-Chancellor of the Division of Management.

## 4. KEY RELATIONSHIPS:

- Members of the WMS Executive Team
- University Deputy Vice-Chancellor Research and the University Director of Research and Enterprise
- WMS Director of Postgraduate Studies, WMS Research and Postgraduate Manager, and WMS Ethics Convenor
- Academic staff and professional staff within WMS
- External stakeholders.

## 5. KEY TASKS

Having regard to the aims, objectives and long-term strategic goals of the Division and the University, the primary objectives required of the Associate Dean Research and Postgraduate include the following:

5.1 To develop and implement research and postgraduate strategies, policies and procedures that reflect the Division's strategic priorities and goals, including

- Providing advice to the Pro Vice-Chancellor on the Divisional strategy, research strategy, research performance, and other research activities (including research promotion) and contribute to the senior leadership of the Division as required.
- Participation in international accreditation processes for AACSB, EQUIS, and AMBA.

5.2 To oversee the administration of the Division's research and postgraduate systems and approval processes including:

- the Division's PBRF process,
- research ethics (including the provision of guidance to the Division's Ethics Convenor on research ethics policies, procedures and ethics training for divisional staff and students; as well as acting as a final arbiter within the Division on research ethics matters or complaints)
- research publications' reporting and annual reports,
- international conference leave, international trip leave, and study leave,
- Postgraduate (PhD) programme (including the provision of support and guidance to the Division's Postgrad Director on Division's PhD processes and procedures)
- internal contestable funds, and research awards, and
- research events.

5.3 To represent the Division on research matters including:

- University Research Committee
- Australasian Business School research networks
- Professional and Government/business/industry or community stakeholders.

5.4 To facilitate the growth of externally funded research outputs by advising and assisting divisional staff with external research contracts and international funding opportunities including:

- Marsden Fund grants
- MBIE grants
- Other domestic and international research funding

- Internal Division and University research funding such as contestables, summer research scholarships, strategic research funds.

5.5 Oversee the Research and Postgraduate staff and budgets, including

- The Director of Postgraduate Studies
- The WMS Research and Postgraduate Manager
- WMS ethic convenor as well as other direct reports.

5.6 A commitment to building the Māori research capability among staff, including

- Supporting staff to engage and partner with Māori on research meaningful and relevant to Māori
- Support for Vision Mātauranga and unlocking the innovation potential of mātauranga Māori
- Increasing research outputs that have impact for Māori people, enterprises, and economies

5.7 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.

5.8 Any other duties as required that are consistent with the position held.

NOTE: Staff have an annual organisational development and wellness (ODR) kōrero (professional goal setting (conversation) with their supervisor. New staff normally attend such an interview approximately three months after taking up their appointment.

## **6. PERFORMANCE STANDARDS**

The Associate Dean Research and Postgraduate will be performing satisfactorily when:

- Our researchers are supported and empowered to produce and share world-class research that positively impacts our stakeholders and enhances the reputation of the Division, University and staff
- WMS research and postgraduate policies and procedures effectively facilitate the Division's strategic priorities and goals
- WMS research and postgraduate systems and approval processes are efficient, and enhance WMS culture and performance
- WMS is effectively represented on research matters
- Growth in externally funded research programmes and projects that produce high quality and impactful outputs continue to.
- Research and Postgraduate staff and budgets are effectively managed.
- The research and postgraduate office is a safe and healthy work environment.

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

- A PhD in a relevant discipline.

## TRAINING, SKILLS AND KNOWLEDGE

- An established track record of leading academic staff to succeed.
- An understanding of the external environment, trends and developments in the area of postgraduate research education and funding, and the ability to apply knowledge in your own context.
- A full and up-to-date understanding of issues, policies and procedures relating to postgraduate research education.
- A track record in research and postgraduate research supervision, including a sustained publications record and evidence of having secured external funding to support research.
- An understanding of the funding strategies of the University and other major research funders.
- Demonstrated ability to demonstrate strategic thinking and planning, to define and articulate strategy, priorities and imperatives; understand strengths, weaknesses, opportunities, threats; long-term thinking; develop achievable plans; take decisions on time, even in uncertain circumstances; proven ability analyse, interpret and draw logical inferences from quantitative and qualitative data and management information, using data to inform reports and analyses.
- Demonstrated ability to secure commitment to vision; initiate and manage change; to earn credibility; to inspire colleagues; to accept responsibility; integrity and fairness.
- Demonstrated ability to develop staff; establish and communicate clear standards and expectations; delegate effectively; make best use of skills; give constructive feedback and respond to feedback; build trust, good morale and teamwork; secure commitment to staff through appropriate involvement and recognition; implement equal opportunities principles and practice.
- Personal effectiveness and self-management: time management, flexibility, adaptability, commitment to own development.
- Demonstrated commitment to diversity, an understanding of the diverse nature of the University's community, and a willingness to work with staff, students, and visitors from a wide variety of backgrounds.

## 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.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- 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 and to the University's partnership with Māori as intended by the Treaty of Waitangi.

19 July 2023