

TE WHAKAATURAKA MAHI / JOB DESCRIPTION



Position Title *Te tūraka mahi*:

Director: Research and Postgraduate Studies

Area Te Tari: Research and Postgraduate Studies Directorate

Reports to (title) *Ka whakaratatia e*:

Deputy Executive Director: Academic Delivery

SP10 placement: N/A

Primary purpose *Te take matua*

You are responsible for maintaining and devolving research strategies, policies, procedures, and internal research communities of practice that will deliver consistent improvements in Otago Polytechnic's research outputs and quality, and in the effectiveness and impact of kaimahi and ākonga (especially postgraduate) research in the communities that we serve.

You will be responsible for leading and maintaining Otago Polytechnic's Māori research in partnership with the Kaitohutohu Office. This includes contributing directly to a strong Māori research culture at Otago Polytechnic. You will identify and progress mutually beneficial research priorities for iwi partners and papatipu rūnaka.

You will lead a collaborative approach to the development of research capability and will ensure that the infrastructure and resources provided to support kaimahi and postgraduate ākonga research are fit for purpose, i.e., support the maintenance and enhancement of research activity and quality.

You will provide leadership and work alongside Māori academics who teach on degree or postgraduate level programmes, as well as Māori research-active kaimahi, to strengthen Māori research produced across the institutions, increase Māori research outputs, and foster a strong Māori research culture. You will facilitate Māori-centred research led by Māori research active kaimahi or Māori academics. You will direct activity to ensure advice and guidance regarding Māori research ethics is provided to researchers (postgraduate ākonga and kaimahi).

You will engage actively with industry, community and professional groups and will represent the Polytechnic nationally and internationally in relation to staff and postgraduate student research issues, raising the profile and reputation of the Polytechnic and influencing national policies and agendas in this area.

Success in this role will result in Otago Polytechnic's accreditation obligations for research exceeding our research performance in the upper quartile of the sector (PBRF/TREF) and our staff and postgraduate ākonga research activity and outcomes being relevant to and impactful on industry and our communities.

This position provides the day-to-day leadership for the research and postgraduate studies team, and the work streams they are responsible for. As a role model you will provide leadership which facilitates the development of Otago Polytechnic as a high-trust, high-accountability and high-performing organisation in which people are valued for their diversity, treated equitably and ethically and are actively engaged in the decision-making which directly impacts their work.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
<p>Ensure effective systems, processes, policies and infrastructure are in place to foster relevant and impactful staff and student - especially student – research.</p>	<ul style="list-style-type: none"> • Develop and lead Otago Polytechnic Research Strategy and ensure it is implemented, monitored and reviewed. • Academic staff, including Māori staff, have the research capabilities needed to be successful researchers and kairakahau. • All research including Māori research outputs are actively grown and supported. • Research design and outputs that give effect to Te Tiriti o Waitangi are actively grown. • Postgraduate studies are actively developed and supported with appropriate strategies and policies. • Accreditation requirements for degrees (undergraduate and postgraduate) are exceeded: research active staff, research outputs. • PBRF/TREF outcomes are maximized. • Student research grows as an effective experiential learning activity. • Research activity is accurately recorded, and successes promoted internally and externally.
<p>Ensure effective engagement with industry, professions and communities to promote Otago Polytechnic research capability.</p>	<ul style="list-style-type: none"> • Research opportunities, funded or unfunded, are generated for staff and students. • Otago Polytechnic is seen as a credible provider of research services. • Otago Polytechnic is seen as a provider of choice in the sector for postgraduate studies.
<p>Represent Otago Polytechnic nationally and internationally with regard to research matters.</p>	<ul style="list-style-type: none"> • Effective relationships with other ITPs and universities are maintained. • Effective relationships with government agencies are maintained. • Otago Polytechnic's voice is heard with regard to research policy and other research and postgraduate matters. • Staff and postgraduate student research networks are grown nationally and internationally and documented.
<p>Contribute as an effective member of wider Otago Polytechnic committees and communities.</p>	<ul style="list-style-type: none"> • Sound advice and guidance is provided to teams, committees and leadership on matters relating to staff and postgraduate student research. • An effective contribution is made to Team and leadership decision-making. • Team and organisational deliberations are well informed by the views of research active staff and postgraduate programme teams and their students as well as of those staff for whom the Director has responsibility.
<p>Strategic Direction.</p>	<ul style="list-style-type: none"> • Give effect to the Polytechnic's Strategic Frameworks, as appropriate to the Research portfolio. • Scope: Research and Rakahau Strategic Frameworks Responsible for developing and implementing the strategic direction and work plan to implement the goals and objectives of the polytechnic's strategic plan. • Team Performance Plans for the Research Directorate. Set appropriate objectives, together with key performance indicators, in respect of each strategic framework.

	<ul style="list-style-type: none"> • Work closely and collaboratively with academic and administrative leaders across all Otago Polytechnic campuses.
Leadership and Development.	<ul style="list-style-type: none"> • Provides leadership and focus on research activities at the Heads of College/ Programme levels across Otago Polytechnic campuses. • Develops, recommends, communicates and works with others to implement Research related policies at the polytechnic operational level. • Provide leadership for research communities of practice to contribute to Otago Polytechnic strategic direction • Provides leadership to polytechnic-wide committees, task groups and teams in the support of research goals or objectives. • Day-to-day management of the Research team charged with driving and leading research capability uplift for OP. • Team Performance Plans for the Research Team includes appropriate objectives, aims and key performance indicators for each strategic framework. • Professional development opportunities for the team are supported to be achieved.
Contribute as an effective member of leadership committees across all campuses.	<ul style="list-style-type: none"> • Sound advice and guidance is provided to committees on matters relating to learning and teaching. • An effective contribution is made to committee's decision-making. • Committee deliberations are well informed by the views of the teams/kaimahi for which the Director has responsibility.
Publications	<ul style="list-style-type: none"> • Editor for Scope: Ttrau • Oversight of annual publication and publication team • Co-editor for Junctures
Finances.	<ul style="list-style-type: none"> • Prepares, administers and controls delegated budget and revenue forecasts.
Observe principles and practices of Equal Employment Opportunity and Diversity.	<ul style="list-style-type: none"> • Fair treatment in the workplace is delivered and observed.
Fulfill our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	<ul style="list-style-type: none"> • Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role. • Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement. • Awareness to attain OP as an inclusive environment for all cultures and languages.
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies.	<ul style="list-style-type: none"> • Achievement of a healthy and safe work and learning environment. • New and existing hazards will be pro-actively identified and managed. • Incidents, accidents and occupational illnesses immediately reported. • Safe work methods will be adhered to including the use of Personal Protective Equipment.
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> • Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. • Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7.

	<ul style="list-style-type: none"> Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox).
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes Our values are consistently demonstrated.

Inherent Requirements:

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job.
- Meet the productivity and quality requirements of the position.
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships *Kā honoka mahi matua*

Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Deputy Executive Director: Academic Delivery	Formal Leader. Provide strategic and operational advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Research and Postgraduate Studies Team (incl EPIC team)	Provide leadership, coaching, mentoring and team management. Collegial support and advice, work distribution, peer discussions in a high performing team environment. Provide strategic and operational advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Director Marketing, Communications and Engagement Learner Experience and Learning and Teaching Directorates, Capable NZ, Māori kaimahi and postgraduate ākonga, Heads of Colleges, Heads of Schools, academic leaders and research active kaimahi	Work with programmes to help advance the priorities and aspirations of all post graduate learners. Work with programmes to help advance the research priorities and aspirations of kaimahi. Provide advice and support. Seek feedback and input and provide information.
Partner organisations e.g. OP AIC; other External Stakeholders, Iwi partnerships and papatipu rūnaka. Suppliers/Contractors and Relevant Industry Contacts / Communities. Government agencies, including funding agencies. TEC and NZQA regarding research funding and research requirements respectively. Industry and community leaders as appropriate to Otago Polytechnic research aspirations.	Provide collegial support, advice, guidance, information, communication, and referrals. Work in partnership with others.

Decision making authority *Kā rakatirataka whakatauka*

Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of workload and portfolio to bring about maximum organization benefit.	Priorities determined.
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time.

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** TBC
- **Number of employees reporting directly:** 6-8

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Professional Profile

You will be an active and successful researcher with a demonstrated record of empowering leadership, preferably within a tertiary education context. You will have a postgraduate degree by research at doctoral level.

Essential:

- Proven leadership and people management skills.
- Understanding and knowledge of the tertiary education sector both in New Zealand and internationally.
- Familiarity with developing and embedding strategic frameworks into practice.
- Expertise in a range of research methodologies, including Kaupapa Māori research and Te Tiriti o Waitangi influence on research design.
- Understanding of Māori culture with respect to tertiary education and research.
- Possess excellent oral and written communication skills and a high level of digital literacy.
- Possess the ability to build and maintain productive relationships and networks at all levels, internally at Otago Polytechnic and externally.
- Effective time management skills.

Desirable:

- Proven staff development capabilities.
- Knowledge of OP policies and procedures.
- Experience with student management system software example EBS, CRM.

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:

- Doctorate qualification or equivalent, recent and relevant experience.
- Experience in postgraduate programme development and management.
- Experience of postgraduate research supervision.
- Experience of the role of research in undergraduate student projects.
- Experience in change management

Desirable:

- Understand and be committed to sustainable practice.
- Financial management experience.

Personal Attributes *Kā Āhuatanga Whaiaro*

- Be a strategic thinker with a strong future focus and the ability to convert strategy into action.
- Be personally effective: a self-starter who sets high standards for self and is willingly accountable for their own performance.
- Be embracing of diversity and empowering of others through an inclusive approach to leadership.
- Be a team player, able to balance the interests of their own portfolio with the wider interests of Otago Polytechnic.

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi.
- Facilitative and collaborative leadership style.
- High level of professional and ethical conduct.
- Initiative, enthusiasm and a positive attitude.
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner.

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.