

## JOB DESCRIPTION

<b>Position Title:</b>	Postgraduate Health Science Lecturer
<b>Job Purpose:</b>	To fulfil the role of lecturer in the Postgraduate and Master in Health Science
<b>Nature of Position:</b>	Permanent full-time position
<b>Grade:</b>	Academic Staff Member or Senior Academic Staff Member
<b>Appointment Salary Range:</b>	\$80,000 - \$95,000 gross full-time equivalent per annum
<b>Conditions of Service:</b>	EIT Academic Staff Collective Employment Agreement or EIT Academic Staff Individual Employment Agreement
<b>Location:</b>	Auckland Campus
<b>Responsible to:</b>	Auckland Campus Director/Head of School
<b>Key Functional Relationships:</b>	<p>Students</p> <p>Faculty Dean</p> <p>Head of School Computing</p> <p>Faculty Administration Manager</p> <p>Programme Co-ordinator</p> <p>Marketing and Student Support Staff</p> <p>Research and Innovation Centre Manager</p> <p>Faculty Research Mentor</p> <p>Associate Professor</p> <p>Auckland Campus Director</p> <p>Other Faculty and Te Pukenga Staff</p>
<b>Other Functional Relationships:</b>	<p>Industry, Education and Community Organisations</p> <p>Programme Cluster Committee</p> <p>Advisory Committee</p> <p>Secondary Schools</p> <p>Other Tertiary Institutions</p> <p>Professional Bodies</p> <p>NZQA Advisory Groups</p> <p>Other EIT staff</p>
<b>Achievement Areas:</b>	<p>Curriculum Development</p> <p>Student Learning and Academic Achievement</p> <p>Student Well-being and Pastoral Care</p> <p>Assessment and Evaluation</p> <p>Moderation</p> <p>Research</p> <p>Personal/Professional Development</p> <p>Communication and Team Building</p> <p>Planning</p> <p>School Service Standards and Support</p>

## **KEY TASKS**

### **CURRICULUM DEVELOPMENT**

- Prepare and update appropriate curriculum for all courses in line with Academic Board requirements.
- Participate in the development/updating of course materials.

### **STUDENT LEARNING**

- Provide clearly defined learning objectives and learning outcomes.
- Regularly review and revise subject matter, teaching content and process relative to changing environments.
- Effectively facilitate the learning process through a wide variety of experiences and activities by encouraging students to participate in and accept responsibility for their own learning.
- Provide relevant practical learning experiences.
- Maintain professional standards of practice and act as a role model.
- Be committed to and have an understanding of 21<sup>st</sup> Century learning and teaching strategies. This includes blended/flexible delivery modes, flipped classrooms and student-centred facilitated learning and the role of educational technologies in delivering and facilitating learning and teaching.

### **STUDENT WELL-BEING**

- Assist students as required.
- Facilitate support and liaise with student support services and record on Revive.

### **ASSESSMENT AND EVALUATION**

- Undertake effective, valid and reliable evaluation of students and courses.
- Assess performance of students and give appropriate feedback.
- Monitor and review assessment and evaluation processes in line with academic regulations.
- Undertake internal and external moderation of assessment.
- Maintain full and accurate student records.
- Record student achievement and assessment results as per the policy.

### **RESEARCH**

- Actively participate in Research activities as agreed and approved by the Research Manager.
- Deliver Research outputs as agreed and approved by the Auckland Campus Director.

### **PERSONAL/PROFESSIONAL DEVELOPMENT**

- Keep up to date with social, professional and technical and educational developments relevant to teaching topics through community and/or industry contact, reading, research and where possible attend appropriate courses / conferences.
- Participate in relevant professional groups.
- Negotiate own training and development plan with Auckland Campus Director arising out of formative appraisal process.

### **COMMUNICATION AND TEAM BUILDING**

- Meet regularly with teaching team.
- Meet regularly with programme/site coordinators.
- Attend internal meetings as requested.
- Liaise with relevant individuals and groups in the community.
- Maintain professional liaison with Marketing staff, International section and student support staff.
- Develop and maintain professional networks.
- Develop positive and constructive working relationships with colleagues across all campuses.

### **PLANNING**

- Prepare annual plan, weekly and daily plans as required to effectively teach the assigned classes.

- Monitor own progress against plans and targets.
- Plan to continually improve teaching and learning strategies, including evaluation action plans, recording of results and pastoral student care.

#### **SCHOOL SERVICE STANDARDS AND SUPPORT**

- Manage delivery of courses relevant to teaching areas.
- Teach, assess, evaluate and research to the standards set in faculty policies and the institute's quality management system.
- Assist Head of School to ensure all courses meet Academic Board requirements.

#### **GENERAL**

- Maintain and operate Institute administration policies and procedures as appropriate.
- Undertake other activities as may be required by the Head of School and Auckland Campus Director.
- Provide a safe work environment through compliance with the Institute's Health and Safety policy and procedures.
- Demonstrate the principles and values of Te Tiriti O Waitangi

## PERSON SPECIFICATION

**POSITION:** Lecturer Health Science Postgraduate

### Knowledge and Experience

- Recent experience in the health science industry in New Zealand **highly desirable**
- Wide range of health science experiences in New Zealand **highly desirable**
- Teaching experience at tertiary level up to levels 8 and 9 **highly desired**
- Management teaching experience, particularly in health and wellness in Aotearoa, global health, nutrition, communicable disease, health promotion and digital health **highly desirable**
- Knowledge of curriculum development, preferably in the field of health science **highly desirable**
- Experience in developing and/or delivering learning and teaching for a range of delivery modes, including face-to-face and online **highly desirable**.
- Experience of using educational technologies in learning and teaching practice. This may include, but is not limited to, learning management systems (e.g. Moodle/Blackboard), web conferencing & online facilitation tools (e.g. Adobe Connect, MS Teams, Wimba) and content authoring tools **highly desirable**.
- Experienced and active researcher. Evidence of a wide range of research activities and achievements **highly desirable**.

### Skills

- Well-developed oral, written, interpersonal and leadership skills **essential**
- Proven ability to plan and meet deadlines **essential**
- Good organisational and administrative skills **essential**
- Proven ability to plan and co-ordinate academic delivery and activities with successful outcomes for students
- Ability to design and implement appropriate curricula

### Special Aptitudes

- An ability to participate fully as a team member within the programme and the Faculty
- An understanding and appreciation of student learning and commitment to improving student learning skills
- Committed to designing and delivering quality programmes at all levels
- An understanding and appreciation of cultural issues and commitment to the development of a culturally sensitive working environment
- Empathy with and appreciation of Maori language and culture
- Empathy with and appreciation of International cultures

### Personal Attributes

- High degree of professional judgement and integrity
- Friendly and approachable manner
- Flexible and responsive
- Innovative with strong self-motivation

### Qualifications

- Postgraduate degree in health science or a related field **essential**
- Doctor of Philosophy or equivalent postgraduate qualification **highly desirable**
- Teaching qualification **desirable**