# Master’s Supervisor

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# Kaupapa | Purpose

The purpose of this role is to maximise the student learning experience through the successful completion of student research and to provide academic guidance and practical support from the inception of their research project/thesis to the submission of their research project/thesis.

**Reports to:** Academic Lead

**Team:** Toi Ohomai | Te Pūkenga – Business

**Remuneration:** TBC

**Date:** 11 September 2024

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**Ngā mahi | Do**

* **KRA1. Administration**
* Keep written records in relation to the supervision, and in particular of any concerns that have been communicated to the student.
* Provide ongoing project progress updates using the template provided for the Academic Lead.
* **KRA2. Initial Student Contact**
* Provide each student with information on the correct documentation to use e.g. (ethics application form) and format for the type of research project/ thesis they are completing.
* Direct each student to appropriate sources of information on ‘administrative’ matters, e.g., the length of the thesis, the recommended style and layout, the number of copies required, regulations regarding extensions, possible sources of research funding.
* Meet with each student to develop a project plan that outlines agreed obligations, agreed deadlines and that clarifies expectations around level of contact needed.
* Inform the student of the resources available so they make full and proper use of appropriate data sources and resources to assist their research development.
* **KRA3. Ethics and Research Proposals**
* Assist and advise the student in completing and complying with the correct ethics and research approval process and documentation.
* Submit applications to the ethics approval body as appropriate through working with the student and ensuring that the student understands the principles and procedures of the relevant ethics committee, and that research projects are of an acceptable ethical standard.
* **KRA4. Ongoing Master’s Supervision Support and Progress**
* Regularly meet (weekly or bi-weekly) to monitor and discuss progress with each student to track output and share advice (Approx. 30 minutes per week). NB: *The type and amount of contact between supervisors and students may vary* *depending on the developing experience and expertise of the student, the nature of the study being undertaken, and the amount of practical work involved.*
* Be accessible to the student and provide agreed dates and timeframes when you are available to respond to queries.
* Ensure each student is made aware in writing of any inadequacy of progress or of standards of work which fall below that generally expected.
* Provide prompt, honest and informative feedback to the student on work in progress.
* **KRA5. Academic Guidance, Expertise and Advice**
* Facilitate the supervisory relationship to assist in developing the student’s independence.
* Provide a collaborative, supportive and professional environment for the student to develop their research.
* Remain conversant with relevant research and literature relating to the student’s research project/subject.
* Provide reliable and well-informed guidance in all matters of sound research practice and research methodology.
* **KRA4. Grading student work**
* Grade assessments as allocated following clear rubrics to set deadlines

##### Demonstrate commitment to:

* **Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.
* **Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.
* **Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.
* **Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

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**Pūkenga | Have**

* **Qualification**
* Essential:

PHD or Master’s level Qualification

* **Knowledge/Experience**
* Essential:

Be an active researcher

Expert in the field, discipline, or subject area and/or methodology

* Desirable:

Previous supervision experience

* **Skills and Attributes**
* Essential

Research skills

Excellent communication skills tailored to your audience – you can convey ideas and information to a broad range of people, both verbally and written

Ability to problem solve, meet deadlines and work under pressure

Discretion is your middle name; you know what is and isn’t appropriate to share with others

An inclusive and approachable working style, you understand that diversity adds value

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**Waiaro | Be**

* **Authentic and Inclusive:** Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.
* **Connected:** Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.
* **Collective:** Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Toi Ohomai | Te Pūkenga, employers, ākonga and their whānau.
* **Self-awareness:** Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.
* **Ako:** Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.
* **Mana tāngata:** Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

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**Ngā Hononga Mahi | Working relationships**

* **Internal:** Executive Deans, Associate Deans, Academic Leaders, Supervisors, Faculty Administrators, Faculty Operations Managers, Whanake Ake Team, Academic Development Team.
* **External:** Industry Stakeholders, Supervisors, NZQA, Iwi, ITP’s

#### Resource delegations and responsibilities:

* **Financial:** Nil
* **People:** Nil