INFORMATION FOR CANDIDATES

for appointment as

Dean and Head of Campus

UNIVERSITY OF OTAGO, WELLINGTON

(WELLINGTON SCHOOL OF MEDICINE AND HEALTH SCIENCES)

DIVISION OF HEALTH SCIENCES

General Information

A statement of general information for applicants for academic posts within the University is attached.

The University of Otago

The University of Otago, which was established in 1869, has its main campus within the urban area of Dunedin. The University also has campuses in Christchurch and Wellington and has a presence in Auckland.

The University currently has over 18,000 equivalent full-time students, spread over a wide range of disciplines, and organised into four main Divisions: Commerce (The School of Business), Health Sciences, Humanities, and Sciences. (The Division of Health Sciences has over 5,100 equivalent full-time students enrolled in 2007.)

The University of Otago is New Zealand’s most research-intensive university and has recently achieved the highest Quality Score for research of all universities and tertiary education organisations in New Zealand.

Another source of information about the University is the University of Otago website: www.otago.ac.nz

Division of Health Sciences and the Faculty of Medicine

The Division of Health Sciences of the University of Otago incorporates the Faculty of Medicine and the Schools of Dentistry, Pharmacy and Physiotherapy. The University of Otago, Christchurch, and University of Otago, Wellington, Schools of Medicine and Health Sciences and the Dunedin School of Medicine along with the Otago School of Medical Sciences are responsible for medical undergraduate teaching and therefore their academic staff are collectively members of the Faculty of Medicine. The Otago Medical School was founded in Dunedin in 1874 and until the establishment of the Auckland Medical School in 1967, was the only Medical School in New Zealand. The University established Schools of the Faculty of Medicine in Christchurch and Wellington in 1973 and 1977 respectively to provide the range of patients and facilities required to meet modern teaching standards. Before the establishment of these two Schools the University of Otago had Branch Medical Faculties in Auckland, Wellington and Christchurch. Annually 190 New Zealand students are selected after the Health Sciences First Year course or as graduate entrants to enter medicine for the second and third year courses in Dunedin. The class then divides into three with the students continuing their studies in one of the Christchurch, Dunedin or Wellington Schools. The University also has contracts to provide undergraduate medical training for some international students, with the total annual enrolment capacity for domestic and international students being 240.
Medical Faculty graduates are employed around the world and many have risen to leadership positions at overseas universities and health research institutions.

In addition to the MB ChB course, a wide range of postgraduate programmes are offered across the Division for medical and non-medical graduates. The Wellington School of Medicine and Health Sciences also hosts the Division’s Bachelor of Health Sciences endorsed in Medical Radiation Therapy programme and provides facilities for students in other disciplines such as Physiotherapy, where undergraduates are placed in Wellington for clinical experience in their final year, and Sciences Division students studying for the Postgraduate Diploma in Dietetics.

The Wellington School of Medicine and Health Sciences

The Wellington School of Medicine and Health Sciences is an acknowledged centre of excellence in medical research and postgraduate training. The School has fostered links with a number of private providers and leading specialists and regularly wins a significant proportion of contestable research funding.

Located on the site of Wellington Hospital, the School enjoys a close working relationship with this teaching hospital as well as other hospitals in the region. Clinical members of the academic staff are leaders and innovators in clinical care and contribute to the training of future young specialists and medical researchers. In addition a network of general practitioners provide medical students with community primary care experience. Three specialist clinics sited at private hospitals provide additional high quality clinical access for medical students. The national undergraduate programme in Medical Radiation Therapy (Bachelor of Health Sciences endorsed in Medical Radiation Therapy) is also based in the Wellington School. Teaching, research and clinical activity are undertaken within the following nine Departments: Medical Radiation Therapy, Medicine, Obstetrics and Gynaecology, Paediatrics and Child Health, Pathology and Molecular Medicine, Primary Health Care and General Practice, Psychological Medicine, Public Health, and Surgery and Anaesthesia.

Eight professorial chairs have been established in the School covering the major clinical disciplines and five senior academic and research staff hold personal professorships. Currently there are 65 academic teaching posts of which 29 are at present funded jointly by the University and the Capital and Coast District Health Board. In addition, there are approximately 150 clinical lecturers contributing to the School’s various teaching programmes. As well the School currently has approximately 50 researchers on externally funded grants.

Academic co-ordination and responsibility is achieved through the Pro-Vice-Chancellor (Health Sciences)/Dean of the Faculty of Medicine based in Dunedin. Currently there are approximately 75 students in each of the three clinical medical years in Wellington and approximately 25 medical radiation therapy students in each of the three years. There are approximately 450 postgraduate students in Wellington in a range of programmes to PhD level. Currently there are 48 PhD students.

The newly commissioned School building, as well as housing the academic departments, houses the Department of the Dean (Administration), lecture theatres, seminar and meeting rooms, audio conference centre, student facilities and a staff cafeteria. Also housed in the School is the Wellington Medical Library, computer facilities and research laboratories.

District Health Boards

The Wellington School of Medicine and Health Sciences works in close association with a wide range of District Health Boards in the North Island including Capital and Coast, Hutt Valley, Mid-Central, Wairarapa, Taranaki and Hawke’s Bay.
Capital and Coast District Health Board has two distinct roles. Its Directorate of Planning and Funding Service (P&F) is responsible for assessing the health needs of the people of the district, and ensuring that it contracts the most appropriate services to meet those needs. Hospital and Health Services (HHS) is responsible for providing secondary services via the hospital and community outreach programmes. With about 3,500 staff and an annual payroll of more than $190 million, C&C DHB is a major employer in the Wellington region. C&C DHB operates two hospitals – Wellington and Kenepuru and as well as the Kapiti Health Centre at Paraparaumu. There are also a number of community bases. The organisation serves about 250,000 people living in Wellington City and its suburbs, the Porirua Basin, and the Kapiti Coast including Waikanae. Specialist tertiary-level care is provided to patients from the lower North Island and upper South Island, a population of about 900,000. These tertiary services include cardiology and cardiothoracic surgery, neurosurgery, vascular surgery, renal medicine and transplants, genetics, oncology, paediatric surgery, neonatal intensive care, obstetrics, endocrinology, orthopaedics and urology, and specialised forensic services.

**Wellington**

Wellington is the Capital of New Zealand and is situated geographically at the lower tip of the North Island of New Zealand, in a setting of great natural beauty.

It is a vibrant, cosmopolitan, sophisticated city with cafes, bars, restaurants, waterfront developments, inner city apartments, new venues and restored cultural centres. The city has many national treasures such as the beautifully restored Parliament Buildings, Katherine Mansfield Birthplace, the original Treaty of Waitangi at National Archives and its biggest showpiece, Te Papa, the national museum of New Zealand.

The New Zealand Symphony Orchestra, Royal New Zealand Ballet and the NBR New Zealand Opera all call Wellington home and the city's galleries are held in high regard both nationally and internationally. It is also home to the country's largest cultural extravaganza, the New Zealand International Festival of the Arts.

For further information visit [www.WellingtonNZ.com](http://www.WellingtonNZ.com)

**Programmes**

As well as providing the fourth, fifth and sixth year components of the undergraduate medical programme and the Medical Radiation Therapy programme, there are strong postgraduate programmes in Medicine and Health Sciences at the Wellington School. These include programmes for postgraduate clinical training of medical specialists in the region. Details are provided in Appendix I.

**Research Strengths**

The School currently conducts wide-ranging health related research and has a proven national and international reputation for research excellence. Present areas of research strength are:

- Asthma
- Cancer
- Housing and Health
- Health Inequalities
- Pathology
• Primary Health Care
• Rehabilitation

Research and postgraduate study is clearly linked with doctoral students playing an important part in the intellectual life of the School. The School is committed to providing a high level of research training at all levels.

Position Statement

Position Description: Dean and Head of Campus, University of Otago, Wellington (Wellington School of Medicine and Health Sciences)

Reports to: Pro-Vice-Chancellor, Health Sciences/Dean, Faculty of Medicine.

The Dean and Head of Campus of the Wellington School of Medicine and Health Sciences will be a widely respected senior academic and professional in a relevant discipline, who will take executive responsibility for the administration of the School and provide leadership and advocacy for the School within the University and in the wider community.

The Dean will be responsible for strategic planning within the School and for developing research and teaching management plans which will be reviewed on a regular basis. This will be carried out in the context of the overall strategic plans for the Faculty of Medicine, the Division of Health Sciences and the University.

The Dean will be a member of the Joint Relations Committee which has been established with the Capital and Coast District Health Board. The Dean will both maintain and develop the existing close relationship between the University and the Capital and Coast District Health Board and work co-operatively with other hospital and health services within the region which provide support for undergraduate and postgraduate education in the School.

The Dean will be required to ensure that a high quality undergraduate medical education programme is delivered in the Wellington School and that maintenance and development of such a programme is consistent with the curriculum developments in the Faculty of Medicine. The Dean will also be required to ensure the high quality of the Medical Radiation Therapy programme and postgraduate Health Sciences courses.

The Dean will be expected to support actively the continuance and further development of research programmes on the Wellington campus. This will include seeking additional sources of research funding, acknowledging the supporting work of senior researchers and graduate students within the School and continuing to develop the mutually supportive relationships which exist between the University's Schools of Medicine, other Schools within the Division of Health Sciences, and the local health services.

The Dean will be responsible for negotiating the annual budget for the School with the Pro-Vice-Chancellor/Dean of the Faculty of Medicine. He/she will have the responsibility for managing this budget on a day to day basis and reporting on financial matters directly to the Pro-Vice-Chancellor.

The Dean will provide support to and monitor the effectiveness of Heads of Cost Centres and Heads of Departments within the School in meeting their objectives in teaching, research and clinical responsibilities.

The Dean will be a member of all advisory committees for appointments to Chairs in the School and shall be consulted concerning the membership of all such advisory committees. All
recommendations concerning the headship of a Cost Centre and Department in the School shall be from the Dean of School to the Pro-Vice-Chancellor.

The Dean will be a member of several major University committees including: Senate, the Executive of the Division of Health Sciences, and the Board of the Faculty of Medicine.

The Dean is not expected to develop and maintain relationships with other universities or tertiary institutes in the region independently of the University of Otago in general. However, from time to time the Pro-Vice-Chancellor/Dean of Faculty will ask the Dean to work with him and the University on these matters.

The Dean will be expected to maintain and develop existing functional relationships with:
- The Chief Executive, Capital and Coast District Health Board.
- Other District Health Boards in the region.
- Deans of other Schools within the Division of Health Sciences.

Those reporting to the Dean will be:
- Heads of Cost Centres.
- Heads of the Academic Departments in the School.
- Associate Deans appointed within the School.
- The Business and Operations Manager.
- The Dean’s Personal Assistant.
- The Web Manager and Events Co-ordinator.
- The Head Librarian.

The Dean will be responsible for ensuring appropriate advertisement, appointment, leave and promotion procedures for both academic and general staff within the School, and for staff development programmes.

He/she will have responsibility for resource and space allocation within the School, within guidelines and priorities established by the University, Division and Faculty.

The Dean will be encouraged to reserve up to 20% of his/her work time for a regular commitment to teaching, research or clinical service, and in particular will be encouraged to be active in research.

The Dean of the Wellington School of Medicine and Health Sciences will report to the Pro-Vice-Chancellor, Division of Health Sciences, on financial and administrative matters, and to the Dean of the Faculty of Medicine on academic matters pertaining to undergraduate medical education.

**Duties of the Appointee**
The appointment is essentially full-time, but it is envisaged that the appointee will wish to spend a portion of time in teaching, research, clinical or professional duties in his or her own field of interest. If appropriate, the Dean may obtain Medical Staff Status with the Capital and Coast District Health Board and will be responsible to the Chief Executive Officer of the Capital and Coast District Health Board for all matters relating to any service activities.

**Appointment Criteria**
The University may develop additional criteria, but the candidate should be aware of the following list which is likely to be applied to the selection of a Dean.

**Academic and Professional Standing**
A distinguished record in teaching and research in a medical or related discipline underpinning an established academic standing, which will facilitate academic leadership and will command a position of authority within the University and the medical profession at local and national levels.
Leadership
The capability to:
• Articulate a vision for the Wellington School of Medicine and Health Sciences.
• Develop goals and objectives in keeping with that vision.
• Provide strong leadership to the wide range of disciplines and staff within the Wellington School.
• Build links with others in the University, health care agencies, and the community.
• Implement and support University wide agreed policies and procedures.
• To make decisions which are consistent with University policies.

Interpersonal Skills
A high level of interpersonal skills to:
• Relate easily and effectively with colleagues and others throughout the University, and the wide range of people associated with health activities in the community.
• Conciliate and arbitrate conflicting viewpoints.
• Advocate for the interests of the School in all forums.
• Work effectively with the Pro-Vice-Chancellor (Health Sciences) and other Deans in the Division to promote University wide interests.

Innovation
The ability to assess and develop new initiatives within the Wellington School, or between the School and other bodies within or outside the University.

Management
A demonstrated ability to make decisions required of the position and to manage effectively at a senior level, including strategic planning skills and the ability to formulate and control large budgets.

Professoriate
A willingness to share the responsibility of the professoriate in the University and to provide academic leadership.

Equal Opportunity in Employment
A willingness to promote actively the principles of equal opportunity in education and employment.

Other Criteria
Desirable attributes would include experience in University management, including as a Head of Department, or other appropriate senior administrative position.

Treaty of Waitangi
The Dean should have a good understanding of issues of cultural diversities and their importance in education. An understanding of cultural diversity issues particular to New Zealand, and of the Treaty of Waitangi and its implications, or a willingness to acquire such an understanding, is essential.

Date of Appointment
The new Dean will be expected to take up the position on or about 1 February 2008. Applicants should state the date on which they would be available to take up this position.
Salary

The salary range for a medically-qualified Professor is $143,817 to $160,051 and for non-medically qualified Professors is $116,251 to $141,944 per annum. Appointment will be made at an appropriate step in this range depending on qualifications and experience. As Dean of a School, the appointee will also receive an administrative supplement.

Tenure

The appointment will be for five years in the first instance, with potential for a period of renewal by mutual agreement. There will also be annual performance reviews undertaken by the Pro-Vice-Chancellor.

Contact Person

Specific enquiries may be directed to Professor Don Roberton, Pro-Vice-Chancellor (Health Sciences), Tel 03 479 7413, Email pvc.healthsciences@otago.ac.nz

Offer of the Position

Should the University wish to offer you the position, a formal, written letter of offer will follow any verbal discussions that might be held with you. It is recommended that you do not resign from your current employment until you have received our written offer. The contents of this formal letter of offer and its attachments will constitute the entire agreement between the employee and the employer, and will supersede all previous representations, negotiations, commitments and communications, either written or oral between the parties. Any agreements will only be binding on the employer where they have been formally offered by the Human Resources Division and accepted by the employee.

Applications

Applications close on Friday 24 August 2007.

For further information, please contact:
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Tel +64 9 379 6900
Fax +64 9 379 6901
PO Box 106-976, Auckland City 1143
New Zealand
www.academic-search.net
<table>
<thead>
<tr>
<th>Name of Programme</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Bachelor of Health Sciences (endorsed in Medical Radiation Therapy)</td>
<td>Three year full time programme for Medical Radiation Therapists.</td>
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<tr>
<td>Years 4, 5 and 6 of the Bachelor of Medicine and Bachelor of Surgery - MB ChB</td>
<td>Medical students undertake years 1-3 of the Medical Degree in Dunedin.</td>
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<tr>
<td>Bachelor of Medical Science with Honours BMedSc(Hons)</td>
<td>A one-year research degree (thesis) for medical students, usually undertaken at the end of year 3 of the medical degree.</td>
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<tr>
<td>Certificate in Health Promotion</td>
<td>Undergraduate health promotion qualification. Two years part-time.</td>
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<tr>
<td>PhD</td>
<td>Research degree (thesis). Three years of full-time study or part-time equivalent.</td>
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<tr>
<td>Master of Aviation Medicine - MAvMed</td>
<td>Taught Masters programme consisting of eight AVMX papers.</td>
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<tr>
<td>Master of General Practice - MGP</td>
<td>Thesis or two papers and a dissertation, undertaken after completion of Postgraduate Diploma in General Practice.</td>
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<tr>
<td>Master of Health Sciences – MHealSc Endorsed options: Aeromedical Retrieval and Transport, Aviation Medicine, Health Management, Occupational Medicine, Rehabilitation</td>
<td>Thesis or two papers and a dissertation, undertaken after completion of Postgraduate Diploma in Health Sciences. Usually endorsed in specialty areas. One year of full-time study or part-time equivalent.</td>
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<tr>
<td>Master of Medical Science - MMedSc</td>
<td>Research degree (thesis) for medical graduates. One year of full-time study or part-time equivalent.</td>
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<tr>
<td>Master of Primary Health Care - MPH</td>
<td>Thesis or two papers and a dissertation, undertaken after completion of Postgraduate Diploma in Primary Health Care. Usually part time or one year full time.</td>
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<tr>
<td>Master of Public Health - MPH</td>
<td>Thesis or two papers and a dissertation, undertaken after completion of Postgraduate Diploma in Public Health. One year of full-time study or part-time equivalent.</td>
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<tr>
<td>Master of Travel Medicine - MTravMed</td>
<td>Thesis or two papers and a dissertation, undertaken after completion of Postgraduate Diploma in Travel Medicine.</td>
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<tr>
<td>Postgraduate Diploma in Aeromedical Retrieval and Transport - PGDipAeroRT</td>
<td>Four papers, two year part time course.</td>
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<tr>
<td>Postgraduate Diploma in Aviation Medicine - PGDipAvMed</td>
<td>Four papers, two year part time course.</td>
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<tr>
<td>Postgraduate Diploma in Child Health - DCH For Medical graduates on clinical attachment to Paediatrics. Distant taught paper and clinical attachment comprising one year of part-time study.</td>
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<td><strong>Name of Programme</strong></td>
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<tr>
<td>Postgraduate Diploma in General Practice - PGDipGP</td>
<td>Medical graduates, four papers.</td>
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<tr>
<td>Postgraduate Diploma in Health Management – PGDipHealMgt</td>
<td>Two Public Health papers (from a choice of three) plus approved papers to an equivalent total of 60 points from the schedule of papers for the Certificate in Management Studies from the Graduate School of Business and Government Management, Victoria University of Wellington.</td>
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<tr>
<td>Postgraduate Diploma in Health Sciences – PGDipHealSc</td>
<td>Four papers, may include a research methods paper. Usually endorsed in specialty areas. Most papers are distance taught or taught in blocks allowing enrolments from outside Wellington. One year of full-time study or part-time equivalent.</td>
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<tr>
<td>Endorsed options:</td>
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<tr>
<td>Aeromedical Retrieval and Transport, Resuscitation</td>
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<tr>
<td>Postgraduate Diploma in Medical Technology - PGDipMedTech</td>
<td>Four papers, two year part time course. Endorsed in either sleep medicine or cardiology.</td>
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<tr>
<td>Postgraduate Diploma in Obstetrics and Medical Gynaecology - Dip OMG</td>
<td>For Medical graduates on clinical attachment to O and G. Papers and clinical attachment comprising one or two years of part-time study. Papers are distance taught.</td>
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<tr>
<td>Postgraduate Diploma in Occupational Medicine - PGDipOccMed</td>
<td>For medical graduates. Four paper, two year part time course. For international students.</td>
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<tr>
<td>Postgraduate Diploma in Primary Health Care - PGDipPHC</td>
<td>Four papers. One year of full-time study or part-time equivalent.</td>
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<tr>
<td>Postgraduate Diploma in Public Health - DPH</td>
<td>Four papers. One year of full-time study or part-time equivalent.</td>
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<tr>
<td>Postgraduate Diploma in Rehabilitation - PGDipRehab</td>
<td>Four papers. Usually two year’s part-time study.</td>
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<tr>
<td>Postgraduate Diploma in Travel Medicine - PGDipTravMed</td>
<td>Four papers. One year of full-time study or part-time equivalent.</td>
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<tr>
<td>Postgraduate Certificate in Areomedical Retrieval and Transport - PGCertAeroRT</td>
<td>Two paper certificate. May be credited to PGDipAeroRT.</td>
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<tr>
<td>Postgraduate Certificate in Civil Aviation Medicine - PGCertCAvMed</td>
<td>Two paper certificate for aviation medical examiners.</td>
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<tr>
<td>Postgraduate Certificate in General Practice - PGCertGP</td>
<td>Medical graduates, two papers. May be credited to PGCertGP.</td>
</tr>
<tr>
<td>Postgraduate Certificate in Health Sciences – PGCertHealSc</td>
<td>Two paper certificates in specialist areas of practice. One year of part-time study. May be credited to the PGDipHealSc. Most papers are distance taught or taught in blocks allowing enrolments from outside Wellington.</td>
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<tr>
<td>Postgraduate Certificate in Medical Technology - PGCertMedTech</td>
<td>Two paper, usually one year certificate. May be credited to PGDipMedTech.</td>
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<tr>
<td>Postgraduate Certificate in Occupational Medicine - PGCertOccMed</td>
<td>Medical graduates. Two paper certificate, may be credited to PGDipOccMed.</td>
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<tr>
<td>Postgraduate Certificate in Primary Health Care - PGCertPH</td>
<td>Two paper certificate, may be credited to PGDipPHC.</td>
</tr>
<tr>
<td>Postgraduate Certificate in Public Health – PGCertPH</td>
<td>Two paper certificates in specialist areas of practice. One year of part-time study. May be credited to the DPH.</td>
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<tr>
<td>Endorsed in: Health and Environment Health Economics Health Promotion Health Services Policy Health Systems Maori Health Research Methods</td>
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<tr>
<td>Postgraduate Certificate in Rehabilitation - PGCertRehab</td>
<td>Two paper certificate, may be credited to PGDipRehab.</td>
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<tr>
<td>Postgraduate Certificate in Travel Medicine - PGCertTravMed</td>
<td>Two paper certificate, may be credited to PGDipTravMed.</td>
</tr>
<tr>
<td>Postgraduate Certificate in Women’s Health - PGCertWlth</td>
<td>Certificate for medical graduates comprising papers. One year of part-time study. May be credited to the PGDipOMG. Distant taught.</td>
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Approximate student numbers each year:
- 290 undergraduates.
- 450 postgraduates (most part-time).