**University of Otago**

**Te Whare Wānanga o Otāgo**

**JOB DESCRIPTION**

*Delete help notes in italics when submitting a job description*

ROLE TITLE:

DEPARTMENT:

SCHOOL/DIVISION:

REPORTS TO:

DIRECT REPORTS (FTE): *Equivalent employees working full-time. 1.0 FTE is equivalent to one employee working full-time (37.5 hours or 40 hours per week).*

***To calculate total FTE reports:***

***1:*** *How many part-time staff do you have? Part-time is anything less than 37.5 hours per week, or 40 hours for some trade and college staff.*

***2:*** *Add together the number of hours each part-time staff member works per week.*

***3:*** *Take the result and divide it by 37.5 (or 40 if your staff work a 40 hour week).*

***4:*** *Add your full-time employee count to the number you got above, this is your FTE reports*

INDIRECT REPORTS (FTE): *Indirect reports are the employees who report to jobholders direct reports*

1. **PRIMARY PURPOSE OF THE ROLE:**

*State the principal purpose/s of the position in one or two sentences only.*

**2. ACCOUNTABILITIES:**

*List the main objectives of the position.*

* *Use clear and concise language; closely related duties should be grouped together in one accountability statement.*
* *List in descending order of importance.*

**3. KEY RELATIONSHIPS:**

*State the name/s of the position/s and/or departments and organisations, both internal and external with which this position regularly interacts.*

Internal:

External:

**4. QUALIFICATIONS & EXPERIENCE:**

*Describe the qualifications, level of experience, and skills required for appointment to the position (not of the current incumbent).*

Essential:

Preferred:

**5. TECHNICAL SKILLS & KNOWLEDGE:**

*Describe the technical skills and knowledge required for appointment to the position (not of the current incumbent).*

Essential:

Preferred:

**6. SPECIAL REQUIREMENTS:**

*List any special requirements, for example, a requirement to travel, or to work outside of core working hours.*

**7. DIRECT BUDGET ACCOUNTABILITY:**

*Does this position have responsibility for a budget, or delegated authority to authorise expenditure from another position’s budget?*

1. **MĀORI STRATEGIC FRAMEWORK:**

Act in a manner consistent with the principles and implications, as well as the University’s commitment to the Treaty as articulated in the Māori Strategic Framework.

1. **PACIFIC STRATEGIC FRAMEWORK:**

Act in a manner consistent with the strategies and goals contained in the University’s Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

1. **HEALTH & SAFETY:**

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

1. **SUSTAINABILITY:**

Act in a manner consistent with the University’s sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

**SIGNATURES** (for Job Evaluation where there is a current incumbent)**:**

Incumbent Name: ...................................... Signature: ........................................ Date: ....................

Supervisor Name: ...................................... Signature: ........................................ Date: ....................

HoD Name: ................................................ Signature: ........................................ Date: ....................