**INFORMATION FOR CANDIDATES**

for appointment as

Job Title

(specialisation)

**DEPARTMENT**

**About the University/ Division/ School/ Faculty/ City and Environs**

**About the Department**

**Duties and Responsibilities**

**NOTES FOR PREPARING AN ACADEMIC INFORMATION STATEMENT**

**About the University/ Division/ School/ Faculty/ City and Environs**

**About the Department**

In many ways these sections are an extended version of the advertisement. Focus on the things about the department that are going to be attractive to the candidate you are hoping to find, for example the opportunity to work with a specific research programme. It may be useful to guide candidates to specific pages on the University website which provide more information, for example: campus videos, profiles of existing staff; or programme and course details. Think about what the candidate will find useful in addition to the information available on the website.

The amount of information that you provide here will depend on the nature of the position, the people that you would like to attract and what will help them make a sound decision about whether to apply. Some Divisions, Schools and Departments may have standard information that they provide to potential academic candidates. This could include information about:

* The University’s ethos and strategic direction
* The location and campus environment
* The Department’s ethos and strategic direction
* The research and teaching currently being undertaken in the Department
* Future opportunities for research and teaching in the Department

**Duties and Responsibilities**

This section should cover the expectations that the University and the Department will have of a staff member in this position, and clearly indicate the criteria that will be used for selecting a new staff member.

Descriptions of all academic titles used by the University are available at <http://www.otago.ac.nz/humanresources/hr/development/academic-titles.php>. The information contained in these guidelines will help in developing expectations for the position.

To explain the general expectations for the position, it may be useful to summarise relevant research, teaching and service criteria from the academic promotion schedules.

Other requirements are defined by the department. For example there may be a requirement to:

* Develop the curriculum in a specific area or teach specific papers
* Have a particular research speciality
* Have specific skills
* Have a specific qualification or professional registration
* Have professional experience

For Professional Practice Fellow and Teaching Fellow positions, the standard job description must be used. These are available at: [www.otago.ac.nz/humanresources/policies/TeachingFellowsandPPFs](http://www.otago.ac.nz/humanresources/policies/TeachingFellowsandPPFs).

In research funded projects, there may be clear responsibilities defined in the research contract for each position. The contract should normally be referred to within this section, and key points should normally be summarised.

For some positions it may be useful to follow a similar structure to the general staff job description format for this section. This includes key tasks and specific expected outcomes (this template and guidance is available in the managers toolkit on the HR website). The criteria defined in the person specification should be consistent with the criteria used in the selection process.

This section should state the position title of the person that the successful candidate will report to. This would normally be the Head of Department or the Principal Investigator of a specific research project. If the position has responsibility for managing staff, this should also be stated.