**ROLE DESCRIPTION**

**Associate Dean (Pacific)**

**Division of XXXX**

**General**

The Associate Dean (Pacific) will provide support and advice to the Pro-Vice-Chancellor, Heads of Department (or equivalents) and academic staff in the Division of XXXX and will provide leadership in Pacific development in accordance with the University’s Pacific Strategic Framework (PSF), as well as in accordance with the strategic directions and policies of the University. This role reports to the Pro-Vice-Chancellor (XXXX) and works closely with Divisional leaders, the Division’s Associate Deans in particular the Associate Dean (International), and with the University’s Director, Pacific Development and the Manager, Pacific Islands Centre.

This position is 0.XX FTE with administrative support provided by the Divisional Office.

**Main Objectives**

* Provide leadership and advice for all matters relating to Pacific development to the Pro-Vice-Chancellor and the Division
* Line manage the Division’s Pacific support staff
* Lead the implementation of the University’s Pacific Strategic Framework (PSF) within the Division and aligned to the Division’s Pacific Strategy
* Facilitate and promote cross-Departmental and cross-Divisional approaches to Pacific matters
* Provide oversight of the recruitment, retention and achievement of Pacific students in the Division
* Build/grow enduring relationships with internal and external Pacific networks and build effective relationships with key external stakeholders

**Key Tasks**

**Leadership:**

* Work with Heads of Departments (Heads of Schools, Heads/Directors/Coordinators of Programmes) on Pacific matters and provide advice
* In collaboration with the Division’s Executive (or equivalent) lead the implementation of the Division’s Pacific Strategy
* Regularly report to the Division’s Executive on progress against the goals and aspirations of the Division’s Pacific Strategy and the University’s PSF
* Represent the Division as a leader by participating in University and Divisional committees relevant to Pacific matters
* Represent the Division as a leader on the University’s Pacific Leadership Group, chaired by the Director Pacific Development, and on associated committees/working parties, etc.
* Ensure a strong cross-Divisional network of Associate Deans (Pacific)
* Build, foster and strengthen relationships between Pacific staff and designated Pacific support staff in the Division and the Deans, Heads of Departments, Heads of Programmes (or equivalents), Divisional and Departmental staff as well as with key stakeholders in other parts of the University involved in Pacific development and support
* Help to build capacity in the Division’s departments to assist them to more effectively contribute to the PSF
* Ensure appropriate processes and procedures are in place to make and monitor funding submissions associated with the implementation of the PSF across the Division

**Pacific Research**

* Foster, support and champion research that extends and deepens knowledge of Pacific-related research in the Division and cross-Divisional
* Increase the awareness of Pacific-focused research undertaken in the Division through effective dissemination and communication

**Community Engagement**

* Enhance two-way communication between the University and Pacific communities
* Engage with Pacific alumni
* Engage in Outreach programmes, in association with other Divisional staff, that target Pacific school students and their communities
* Monitor the effectiveness of these engagements

**Growth & Development of Pacific staff**

* Develop pathways for success, and provide mentorship, for Pacific staff in the Division
* Advocate for the appointment of Pacific staff where appropriate in the Division

**Growth & Development of Pacific students**

* Promote the development of, and participation, in programmes to encourage more Pacific students to consider University study in the Division
* Work with School’s Liaison and in particular the Auckland-based Pacific Liaison Officer to encourage more Pacific students to consider University study in the Division
* Provide strategic advice for student advising to Student Experience (Student Admission and Student Development) on the recruitment of Pacific students into the programmes offered by the Division
* Promote pathways and support for Pacific students in association with the Pacific Islands Centre, the International Office and Divisional Pacific student support groups/networks to ensure Pacific student success
* Oversee, monitor and provide advice on the academic and general progress of Pacific students in the Division
* Liaise with staff in the Division to ensure the academic, pastoral and cultural needs of Pacific students are being met
* Provide guidance on cultural issues and how to engage with Pacific communities for the benefit of Pacific students in the Division
* Contribute to and provide appropriate support to staff and/or students to support Pacific students initiatives or activities with a cross-Divisional focus

**Pacific Curricula**

* Increase Pacific content and perspectives in the curricula of papers and programmes taught by the Division
* Provide guidance to departments on Pacific content and perspectives

**Contribute to the Pacific Region and International progress**

* Foster Divisional relationships with key internal and external individuals, groups and agencies

**Other**

* Act for the Pro-Vice-Chancellor in some formal duties when required
* Other duties as specified by the Pro-Vice-Chancellor, or in accordance with the Division’s strategic directions and policies

**Person Specification**

The Associate Dean (Pacific) will:

* be an experienced member of the Division’s academic staff with leadership skills and strong teaching experience and research ability
* have a passion for and commitment to Pacific development
* have an understanding of Pacific cultures and the differing context within cultures
* be able to work sensitively and in a culturally appropriate manner with Pacific students and their families, Pacific organisations and Pacific communities
* have excellent organisational, communication and interpersonal skills and an ability to work collaboratively across Departments/Schools/Divisions
* have effective and proven working relationships with local Pacific communities (desirable)
* have national connections with a range of Pacific networks and communities, including government agencies and key funding bodies related to Pacific development (desirable)

**Key Relationships**

Directly responsible to:

* Pro-Vice-Chancellor

Functional relationships:

* Deputy Pro-Vice-Chancellor (if position exists)
* Director, Pacific Development
* Divisional Associate Dean (International)
* Other Associate Deans at Divisional level (and within Schools or Programmes)
* Divisional Executive
* Deans, Heads of Departments, Heads of Schools, Heads of Programmes, Directors of programmes (as appropriate to the Divisional structure)
* Staff in the Divisional Office
* Academic and professional staff in the Division
* Pacific staff (academic and professional) in the Division
* Pacific students in the Division
* Associate Deans (Pacific) in other Divisions
* Pacific Islands Centre
* Pacific Islands student groups
* Head of Office of Student Success
* Head of Student Experience
* Deputy Vice-Chancellor External Engagement
* Director International Office
* School’s Liaison and Pacific Liaison Officer
* Student Advisors in the Division and in Student Development
* Pacific community groups
* National Pacific organisations
* Key Government agencies in the education sector

Line-management of:

* Divisional Pacific student support staff

**Division-specific Key Tasks**

**Commerce (currently 0.4 FTE)**

* Form effective relationships with the Pacific Islands Commerce student group

**Humanities (currently 0.2 FTE)**

* Coordinate the Pacific Pathways to Humanities Programme for Dunedin High School students
* Coordinate with the Associate Dean Māori the Humanities Māori and Pacific Bridging Scholarships

**Sciences (currently 0.2 FTE; intended to be 0.4 FTE)**

*All Key Tasks covered above*

**Health Sciences (currently 0.4 FTE)**

*Administrative support is provided by the Office of the Associate Dean (Pacific) Va’a o Tautai, Divisional Office*

* Lead the Division’s Va’a o Tautai and work closely with the Director of its Centre for Pacific Health, which focuses on teaching and research, and with the Director of its Pacific Islands Research & Student Support Unit (PIRSSU) for the provision of excellent student support
* Through PIRSSU have oversight of the Ministry of Health-funded Pacific Orientation Programme at Otago (POPO), POPO Plus and the POPO Foundation Programme
* Through PIRSSU work closely with Student Admissions to ensure that Health Sciences First Year (HSFY) Pacific students and prospective HSFY Pacific students are appropriately advised and correctly informed about (a) the HSFY programme requirements, (b) admissions requirements into the professional health sciences programmes for which HSFY is the foundation year, (c) other health sciences programmes (BHealSc and BBiomedSc) for which HSFY is excellent preparation, and (d) other appropriate career and study pathways
* Attend each of the undergraduate professional programmes’ Admissions Committee advocating, where appropriate, for individual Pacific students
* Attend the quarterly Professional Programmes Admission Group (8 Undergraduate and MNSc)
* Through PIRSSU work constructively with the Pacific Islands Centre and Le Moana group in the provision of support for Pacific students in Health Sciences
* Through PIRSSU form effective relationships with the Pacific Islands Health Professional Students Association (PIHPSA) and PaSHN, the national organisation for Pacific Health Sciences students to promote student health and wellbeing.
* Through the Centre for Pacific Health have oversight of and promote the incorporation of Pacific health into health programmes and increase Pacific content and perspectives in the curricula of other papers and programmes across the Division
* Lead the network with the Associate Deans (Pacific) in the Division of Health Sciences via the Takiala Pacific Leadership Network
* Through the Division’s Pacific Advisory Group ensure the work of the Division of Health Sciences maintains positive collaborations and working relationships with Pacific communities
* Through the Office of the Associate Dean (Pacific) Va’a o Tautai continue to strengthen relationships with the Pacific regional partners in strategic areas related to health and health sciences education, research and service