

ROLE DESCRIPTION

Senior Professional Practice Fellow **Tauira Mātāmua Ritenga Ngaio**

PRIME FUNCTIONS

Senior Professional Practice Fellows are qualified professionals who make a significant contribution to teaching (including administrative aspects) or training in a professionally based area.

Senior Professional Practice Fellows contribute to reinforcing and promoting inter-dependence between teaching, research and professional practice through creating connections in terms of professional education and professional practice.

Senior Professional Practice Fellows are required to maintain professional expertise through continuing professional development and by working in their area of professional expertise, either within the University or outside the University.

Depending on the discipline and level, Senior Professional Practice Fellows may be expected and/or given the opportunity to undertake research relevant to their discipline.

TEACHING OBJECTIVES

1. Conduct professionally informed teaching across a range of levels and courses, both online and in person, in accordance with their share of the Department or School's teaching programme by presenting lectures, tutorials, seminars, laboratories, and workshops.
2. Teach to a standard that extends beyond the quality standards expected in the Department/School/Division and profession/discipline.
3. Convene papers, modules and courses.
4. Prepare and develop course plans, programme design and construction, outlines and materials for delivery of classes, in consultation with other senior colleagues.
5. Design, implement and evaluate course material and participate in the curriculum development, taking a lead in parts of this activity.
6. Implement and evaluate assessment tools and criteria, mark assessments, ensure adequate moderation, and provide appropriate feedback, which may include preparing reports on student outcomes.
7. Advise staff on the development of appropriate assessment material.
8. Foster the development of individual student talent.
9. May provide course advice to students as a recognised and trained adviser.
10. Foster the professional understanding and teaching capacity of University staff by working collaboratively, drawing on professional practice to guide and mentor staff.
11. Influence teaching practice within the University and/or at other tertiary providers and share professional expertise within the Department, School or Division.
12. Advance learning theory through classroom research.
13. Facilitate and support the use of appropriate tools and technology in the delivery of teaching, including for on-line learning.

PROFESSIONAL PRACTICE

1. Maintain own teaching practice to a high standard, evidenced by the ability to demonstrate knowledge of developments including technical or discipline changes.
2. Maintain, as appropriate, vocational, or professional registration or other professional requirements.
3. Demonstrate knowledge of technical developments and involvement with professional organisations relating to the practice.
4. Maintain an awareness of and where appropriate participate in research developments in the discipline.
5. Advance professional practice within their professional community.

RESEARCH AND SCHOLARSHIP ACTIVITIES

The opportunity to undertake research is subject to Department, School or Divisional requirements. Senior Professional Practice Fellows may undertake research for personal development, or to inform their professional practice.

1. Maintain a current knowledge of research within the professional area for professional development and to inform teaching.
2. Contribute to the development of academic research programmes by bringing a practice- or profession-based perspective, appropriate involvement in research projects, and active participation in departmental research meetings.
3. Provide professional expertise to postgraduate students or their supervisors. May be a co-supervisor in some disciplines.
4. Deliver at conferences or publish on teaching practice related to their professional discipline.

SERVICE

1. Share knowledge with the community outside the University and contribute to local and national communities through involvement in the development of policy, practice, and cultural activities (e.g. iwi/Māori development).
2. Actively contribute to the academic goals of the Department, School and Division by applying and sharing expert knowledge in their discipline.
3. Undertake leadership roles within the University and the broader community.
4. Make a significant contribution to administration in their Department, School or Division and contribute to University planning and/or governance.

RELATIONSHIPS

Directly responsible to:	Head of Department or other Academic staff member under the overall direction of the HoD.
Supervision of: Tutors/Demonstrators	May have reports at PPF or TF level, or
Functional relationships with:	Students Academic staff General Staff Others in the profession Professional organisations

QUALIFICATIONS AND EXPERIENCE

Essential

1. Hold a professional and postgraduate qualification.
2. Extensive teaching experience.
3. Have registration and, where required, membership of relevant professional body.
4. Extensive experience working as a professional practitioner.

Preferred

1. Hold, or be studying towards, a higher degree or tertiary teaching qualification.
2. Advanced professional qualifications

MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to te Tiriti o Waitangi as articulated in the Māori Strategic Framework.

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.

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.

Addendum for SPPF Job Description – Rural Postgraduate Programme

1. PRIME FUNCTION:

- Contribute to the on-going development, delivery and success of the Rural Health Programmes through the provision of duties relating to Research, Teaching, Community and University Service, and associated Administration.
- Under the overall direction of the Programme Director, provide day to day management and co-ordination for the Postgraduate Diploma and Certificate in Rural and Provincial Hospital Practice.

All work will be completed within the Hauora Maori and the Pacific people's frameworks of the University. Given the nature of the Rural Health Programmes, this work will predominantly be completed at a physical distance from support networks such as colleagues and administrative support.

2. KEY TASKS:

Management and co-ordination for the Postgraduate Diploma and Certificate in Rural and Provincial Hospital Practice:

- Responsible for planning the overall programme ahead of time to meet University time frames for promotion and reporting.
- Ensure the programme is relevant to the needs of the Rural Health sector and fit for purpose for the current and future Rural workforce.
- In conjunction with the Administrator, plan any promotion of the programme that might be required.
- Responsible for ensuring the study skills component of the programme is effective, including promotion of learning support and library support aspects.
- Responsible for making recommendations to the Governance Board, to enable them to assess the need for new paper(s) or new qualification development; and when necessary supporting development of the documentation.
- Responsible for navigating any changes or alterations to papers through the University system.
- Implement quality indicators.
- Approve admissions to the postgraduate programme, manage any student complaints and withdrawals.
- Be available to answer student questions or course advising usually via email or telephone, when escalation by the Administrator is required.
- Involvement in Health Workforce NZ contracting for the programme.
- Contribute to development of generic documentation for papers convenors, and ensure material in the shared drive is up to date and easy to access.
- Responsible for ensuring the student database is up to date and available to those with authority to access.
- Provision of day-to-day leadership to the programme staff and students.
- Working with the PG Programme Director, recruit, select and then employ/contract new paper convenors and assistant paper convenors.
- Undertake own and others orientation and opportunities to develop knowledge and skills relating to convening a postgraduate programme and in teaching/learning, and in particular distance teaching.
- Convene an annual planning and professional development workshop for the programme staff, and more regular meetings to remotely link staff together.
- In conjunction with convenors coordinate the annual rotation of papers and introduction of new papers.
- Ensure convenors have opportunities to be research informed and therefore teach effectively.
- Manage day to day events that relate to programme, including staffing matters and working through IT related issues that arise as a result of being located rurally.

Research – continue to develop and expand a research profile in the area of research specialisation.

- Develop a personal research profile in main field of interest, which may be done as part of working towards a higher degree in the first instance.
- Apply for external grant funding as appropriate.
- Ensure research outputs are documented through peer-reviewed publication.
- Facilitate research collaborations with colleagues.
- Maintain an awareness of research developments in the relevant field.
- Contribute positively to the research culture of the Department and School.
- Be available to assist other staff, in particular junior medical and undergraduate staff planning to undertake research, in the form of guidance, planning assistance and support.
- Foster and facilitate students coming forward to take masters and PhD degrees.
- Ensure administrative processes are completed in a timely and efficient fashion in accordance with University policy and practice.
- Undertake the supervision of research students.
- Fulfil any compliance and reporting requirements.

Teaching – support teaching across a range of papers or in clinical settings usually at a post- graduate level, in the professional area of Rural Health. This includes preparation of teaching, contribution to course design, assessment, teaching and other administration duties.

- Organise and deliver teaching programmes for medical students, doctors and other health professionals related to the Rural Health programme and/or other areas within the appointee's expertise.
 - Ensure quality assurance of the programme as a whole, contributing to discussions about teaching and learning objectives of each paper and qualification within the programme.
 - Contribute to discussion about the ideal mix of teaching methods to be used in programme.
 - In conjunction with convenors contribute to discussions about the content of papers.
 - Contribute to discussions about the type and range of student assessments.
 - In discussion with paper convenors determine mechanism to moderate student assignments.

- Co-mark assignments (to support to new convenors) and/or to blind mark assignments in other papers when students formally request this.
- Responsible for ensuring there are systems in place for assuring overall programme quality (including papers and qualifications). On an annual basis ensure each paper running that year has an HEDC evaluation and/or facilitate student evaluation.
- Engage students through the creation of stimulating learning environments.
- Support the development of professional skills in students.
- Facilitate learning in a range of structured teaching environments.
- Develop learning material for students related to the aspects of the courses being taught, including taking a lead role in course development as appropriate.
- Prepare class/learning material.
- Reflect on appropriate assessment and evaluation of teaching activities.
- Assist with assessments such as by contributing questions or practical exercises within area of specialty.
- Provide within-course assessment and effective feedback to students on progress towards professional competence. Assessments can be in class, out of class, or in a practical/professional setting.
- Record results accurately in accordance with University processes.
- Ensure all marking and assessment reporting is completed within the University's timeframes and guidelines.
- Work within the Hauora Maori framework of the University of Otago.

Community and University Service – provide expertise and display commitment to the community in the area of research and clinical specialisation.

- Act as the link between the rural community and University.
 - Develop and maintain an excellent working relationship with the Royal New Zealand College of General Practitioners, and the wider rural healthcare community and rural communities generally.
- Member of PHC Board of Studies (or similar) and responsible for preparing the relevant reports.
- Utilise expertise to ensure the University and rural community maintain a focus on rural teaching and learning, and Maori and Pacific health.
- Undertake management/leadership roles within the Rural Health community and University Community, particularly with regard to academic rural medicine.
- Demonstrate and foster collegiality within the Department/School/Division.
- Participate in quality assurance activities.
- Contribute effectively to external academic and professional activities.

Health and Safety

- Ensure that health and safety practices are observed in all workplace activities.
- Ensure that exemplary health and safety practice is taught to students in relation to the discipline.
- Report all accidents, incidents and near-misses in accordance with policy.
- Take responsibility for ensuring that relevant health and safety training has been completed.
- Identify and report all hazards.
- Assist the Department Health and Safety Officer when requested.

Other Duties

Carry out any other duties, requested by the Director/Dean or designated supervisor that reasonably fall within the broad parameters of the position or as an employee of the University.

4. RELATIONSHIPS:

Directly responsible to:	Director, Rural Postgraduate Programme.
Supervision of:	Programme Convenors and Co-convenors for Rural Health Papers.
Functional relationships with:	All programme staff and students (prospective, current and returning). Postgraduate Assistants. Dean's Department Staff. Staff within the Department of General Practice and Rural Health, Dunedin School of Medicine, and equivalent Departments in Wellington and Christchurch. Health Sciences Divisional staff, students and visitors. University of Otago staff, students and visitors. Leaders in rural healthcare communities. Guest speakers. Rural Doctors generally. Rural NZ College of General Practitioners. NZ Rural GP Network. Māori Healthcare providers. Pacific Healthcare providers.

5. BUDGETARY RESPONSIBILITY:

Along with the Director Rural Postgraduate Programme, be responsible for developing and overseeing the budget, and noting and explaining variances on a regular basis, as requested by the Dunedin School of Medicine Finance and Business Manager.

6. PERSON SPECIFICATION:

- Be actively engaged with, or have significant experience in rural generalist medicine.
- Hold vocational registration in rural hospital medicine and/or general practice or the equivalent.
- Have teaching experience at the postgraduate level.
- Be currently engaged with, or have experience living and working in a rural community.
- Be medically qualified and hold relevant postgraduate qualifications.
- Have appropriate postdoctoral or research experience, and the ability to establish a vigorous research program or show a commitment to developing this expertise and experience.
- Have leadership and team building abilities.
- Able to work autonomously and with limited face to face supervision.
- Have superior communication skills, both written and orally and an ability to work co-operatively with others.

- Experience in establishing and maintaining excellent communication from a remote or distant location e.g. use of audio visual technology.
- Preferably have administrative experience in an academic environment.

7. 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.

8. 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.

9. 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.

10. 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.