

#### 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

<b>Directly responsible to:</b>	Head of Department or other Academic staff member under the overall direction of the HoD.
<b>Supervision of:</b>	May have reports at PPF or TF level, or Tutors/Demonstrators
<b>Functional relationships with:</b>	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.

## POSITION SPECIFIC APPENDIX

JOB TITLE: Senior Professional Practice Fellow, Radiation Therapy  
DEPARTMENT: Radiation Therapy, UOW  
DIVISION: Health Sciences  
FTE: 0.4 - 0.6 FTE

### PRIME FUNCTIONS

To contribute to the Department's teachings programme within the undergraduate radiation therapy degree, particularly in areas of planning and treatment.

### KEY TASKS

Teaching:

- Preparing and modifying teaching material, and teaching small group tutorials and lectures to support delivery of the radiation therapy curriculum.
- Providing leadership to refine the radiation therapy curriculum.
- Contributing to the preparation and marking of assessment for the Bachelor of Radiation Therapy.
- Teach to a standard which meets the quality standards expected in the Department and the profession/discipline.

Teaching duties may include:

- preparing course plans, outlines and materials for delivery of classes assigned.
- facilitating learning by presenting lectures, tutorials, seminars, workshops and papers.
- developing assessment material related to courses taught.
- providing assessment and feedback to students on their progress towards learning outcomes.
- fostering the development of individual student talent.
- implementing innovations in teaching, assessment and curriculum development.

Research

- This role does not include a requirement to be involved in research, but research collaboration with other members of the department would be supported.

Service to the University and the community

It is expected that Professional Practice Fellows:

- share knowledge with and contribute to the community.
- contribute to the Department's academic goals by applying and sharing expert knowledge in a professional discipline. They may be undertaking management/leadership roles within the University and/or community.

### RELATIONSHIPS

Directly responsible to: Head of Department of Radiation Therapy  
Functional relationships with: Academic and professional staff within the Department of Radiation Therapy and the University of Otago, Wellington.  
Students in the Department of Radiation Therapy, and within the University of Otago, Wellington.  
Clinical staff involved with the teaching of Radiation Therapy.

### PERSON SPECIFICATION

Essential

- A Radiation Therapy qualification and clinical experience in Radiation Therapy.
- Experience in teaching/supervising radiation therapy students in clinical placement.
- Excellent interpersonal skills.
- A commitment to honouring the principles of Te Tiriti o Waitangi.