

ROLE DESCRIPTION

PROFESSIONAL PRACTICE FELLOW | KAIRURUKU RITENGA UTUA

1. PRIME FUNCTIONS:

Professional Practice Fellows are qualified professionals who support teaching (including administrative aspects), teach or provide training in their professionally based area.

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

Research is not required although Professional Practice Fellows may provide professional input into a research project.

2. TEACHING OBJECTIVES:

- Present lectures, tutorials, seminars, laboratories, and workshops.
- Support and undertake teaching to a standard that meets the quality standards expected in the Department/School/Division and profession/discipline.
- May convene papers, modules or courses (normally Band 2 only).
- Ensure materials for delivery of classes are prepared and assigned as per the paper and course requirements.
- Assist with the preparation and development of course material, course plans, assessment criteria and feedback approaches to support the paper and course activities.
- Invigilate and mark assessment exercises and provide feedback to students on their progress towards learning outcomes.
- Coordinate the marking process and ensure the provision of constructive and timely feedback.
- Provide appropriate pastoral support to students.
- May provide course advice to students as a recognised and trained adviser.
- Support the professional understanding and teaching capacity of University staff, working collaboratively with academic and professional staff.
- Share professional practice expertise with colleagues within the Department.
- Facilitate and support the use of appropriate tools and technology in the delivery of teaching, including for on-line learning.

3. PROFESSIONAL PRACTICE:

- Maintain own teaching practice, evidenced by the ability to demonstrate knowledge of developments including technical or discipline changes.
- Maintain, as appropriate, vocational, or professional registration or other professional requirements.
- Be actively involved in professional organisations or groups relevant to their practice.
- Maintain an awareness of research developments in the discipline.
- Maintain best practice in their profession.

4. RESEARCH AND SCHOLARSHIP ACTIVITIES:

The opportunity to undertake research is subject to Department, School or Divisional requirements.

- May work towards a tertiary teaching, postgraduate or professional qualification.
- May assist academic staff in the development of research programmes by contributing a practice- or profession-based perspective.
- May provide professional expertise to postgraduate students or their supervisors.

5. SERVICE:

- Share knowledge with and contribute to the University and broader community.
- Contribute to the academic goals of the Department, School and Division by applying and sharing knowledge in their discipline.
- May be required to undertake management/leadership roles within the University and/or community at a level consistent with their band.

6. RELATIONSHIPS:

Directly responsible to:	Head of Department, or Senior PPF, Senior TF or other Academic staff member under the overall direction of the HoD.
Supervision of:	May supervise at low levels e.g. Tutor & Demonstrators.
Functional relationships with:	Students. Academic staff. General Staff. Others in the profession. Professional organisations.

7. QUALIFICATIONS AND EXPERIENCE:

Essential:

- Appointments to Band 1 may be a relatively recent graduate in their profession.
- Appointments to Band 2 will typically have several years' experience in their profession.
- Bands 1 & 2 have registration and, where required, membership of relevant professional body.

Preferred:

- Hold, or be studying towards, a higher degree or tertiary teaching qualification.
- Professional Practice Fellows appointed to Band 2 may have advanced professional qualifications.

8. 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.

9. 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.

10. 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.

11. 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.