

ROLE DESCRIPTION

SENIOR PROFESSIONAL PRACTICE FELLOW | TAUIRA MĀTĀMUA RITENGA NGAIO

1. 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.

2. TEACHING OBJECTIVES:

- 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.
- Teach to a standard that extends beyond the quality standards expected in the Department/School/Division and profession/discipline.
- Convene papers, modules and courses.
- Prepare and develop course plans, programme design and construction, outlines and materials for delivery of classes, in consultation with other senior colleagues.
- Design, implement and evaluate course material and participate in the curriculum development, taking a lead in parts of this activity.
- Implement and evaluate assessment tools and criteria, mark assessments, ensure adequate moderation, and provide appropriate feedback, which may include preparing reports on student outcomes.
- Advise staff on the development of appropriate assessment material.
- Foster the development of individual student talent.
- May provide course advice to students as a recognised and trained adviser.
- Foster the professional understanding and teaching capacity of University staff by working collaboratively, drawing on professional practice to guide and mentor staff.
- Influence teaching practice within the University and/or at other tertiary providers and share professional expertise within the Department, School or Division.
- Advance learning theory through classroom research.
- 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 to a high standard, 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.
- Demonstrate knowledge of technical developments and involvement with professional organisations relating to the practice.
- Maintain an awareness of and where appropriate participate in research developments in the discipline.
- Advance professional practice within their professional community.

4. 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.

- Maintain a current knowledge of research within the professional area for professional development and to inform teaching.
- 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.
- Provide professional expertise to postgraduate students or their supervisors. May be a co-supervisor in some disciplines.
- Deliver at conferences or publish on teaching practice related to their professional discipline.

5. SERVICE:

- 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).
- Actively contribute to the academic goals of the Department, School and Division by applying and sharing expert knowledge in their discipline.
- Undertake leadership roles within the University and the broader community.
- Make a significant contribution to administration in their Department, School or Division and contribute to University planning and/or governance.

6. RELATIONSHIPS:

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

7. QUALIFICATIONS AND EXPERIENCE:

Essential:

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

Preferred:

- Hold, or be studying towards, a higher degree or tertiary teaching qualification.
- 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.

ADDENDUM TO SENIOR PROFESSIONAL PRACTICE FELLOW POSITION DESCRIPTION

1. CONVENOR – POSTGRADUATE OBSTETRICS & GYNAECOLOGY PROGRAMME

This addendum should be read in conjunction with, and does not replace, the University of Otago Senior Professional Practice Fellow Position Description. Where there is any inconsistency, the generic Senior Professional Practice Fellow Position Description shall prevail.

2. POSITION PURPOSE

In addition to the responsibilities outlined in the generic Senior Professional Practice Fellow Position Description, this position provides academic leadership and coordination of the University of Otago's postgraduate Obstetrics and Gynaecology programme.

The role supports the delivery of postgraduate education across the University's Departments of Obstetrics and Gynaecology and contributes to ensuring a coherent, high-quality programme that meets the needs of learners, the profession, and the health sector.

3. ADDITIONAL ROLE RESPONSIBILITIES

The incumbent will:

- Provide programme-level leadership and coordination for postgraduate Obstetrics and Gynaecology teaching delivered across the University of Otago.
- Promote coherence and alignment across programme components to support achievement of programme learning outcomes.
- Contribute to programme planning, quality assurance, review and continuous improvement activities.
- Foster collaboration between academic staff, clinical educators, and partner organisations involved in postgraduate Obstetrics and Gynaecology education.
- Support the ongoing development and enhancement of postgraduate programme offerings in response to professional, workforce and educational needs.
- Maintain contemporary clinical expertise and professional engagement to ensure the programme remains aligned with current practice and professional standards.

4. ADDITIONAL RELATIONSHIPS

In addition to the relationships outlined in the generic position description, the incumbent will work closely with:

- Heads of the Departments of Obstetrics and Gynaecology across the University.
- Clinical educators and teaching contributors.
- Relevant professional colleges and professional bodies.
- Health sector partner organisations involved in postgraduate training.

5. ADDITIONAL DESIRABLE EXPERIENCE

- Experience in leading or coordinating postgraduate health professional education programmes.
- Experience working collaboratively across multiple academic or clinical sites.
- Understanding of quality assurance and programme review processes within tertiary education.