

## **ROLE DESCRIPTION**

### **SENIOR TEACHING FELLOW | TAUIRA MATUA KAIWHAKAAKO**

#### **1. PRIME FUNCTIONS:**

Senior Teaching Fellows design and deliver high quality teaching (including administrative aspects) that is informed by significant experience gained via practice, research/study and teaching experience.

Senior Teaching Fellows make a significant contribution to teaching or training. They contribute to reinforcing and promoting interdependence between teaching and research.

Senior Teaching Fellows undertake significant management and leadership roles within the Department or School or Division such as course advising, course coordination, student pastoral care or carrying out a University-wide role in innovation or outreach.

Depending on their role, discipline and qualifications, Senior Teaching Fellows may be expected or given the opportunity to undertake research relevant to their discipline.

#### **2. TEACHING OBJECTIVES:**

- Conduct discipline - and research-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 discipline.
- Convene papers, modules and courses.
- Prepare and develop course plans, programme design, 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.
- Contribute disciplinary pedagogic expertise and experience, working collaboratively to foster University-wide developments and innovation in the design and delivery of teaching
- Influence teaching practice within the University and/or at other tertiary providers and share teaching 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. TEACHING 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, involvement or memberships of discipline-related organisations or groups.
- Demonstrate knowledge of technical developments and involvement with discipline organisations relating to teaching practice.
- Maintain an awareness of and where appropriate participate in research developments in the discipline.
- Advance best practice and achieve excellence in teaching.

#### **4. RESEARCH AND SCHOLARSHIP ACTIVITIES:**

*The opportunity to undertake research is subject to Department, School or Divisional requirements. Senior Teaching Fellows may undertake research for personal development, or to inform their teaching practice.*

- Maintain a current knowledge of research within the discipline for personal development and to inform teaching.
- Contribute to the development of academic research programmes by bringing a discipline-based and teaching practice 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 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.<br>Academic staff.<br>General Staff.<br>Others in the profession.<br>Professional organisations. |

## **7. QUALIFICATIONS AND EXPERIENCE:**

### Essential:

- Hold a relevant postgraduate qualification.
- Extensive teaching experience.

### Preferred:

- Hold, or be studying towards, a higher degree or tertiary teaching qualification.
- Where required, have membership of relevant teaching- or discipline-related body.

## **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.

## 12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.

### ROLE ADDENDUM:

#### **Research and Teaching Fellow**

Clinical Trials Unit (CTU), CCHV-HNZ & Medicine Dpt, University of Otago-Wellington (UOW).

|                                 |                                                                                                                                                                          |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employing Organisations:</b> | Te Whatu Ora Capital, Coast and Hutt Valley & University of Otago, Wellington.                                                                                           |
| <b>Reports to:</b>              | Medical Lead for Research, Te Whatu Ora CCHV for Clinical Trial Unit activities, Head of Department of Medicine, UOW, for University responsibilities.                   |
| <b>Locations:</b>               | Wellington Regional Hospital and/or Hutt Hospital, and the University of Otago, Wellington. (Some flexibility depending on operational needs and appointment structure). |
| <b>Tenure:</b>                  | Fixed term – 1 year (0.8–1.0 FTE negotiable).                                                                                                                            |

## 1. POSITION OVERVIEW:

This is an exciting opportunity for a resident medical officer (With MCNZ General Registration at time of appointment) to gain broad exposure to academic medicine through a unique joint appointment between the Clinical Trials Unit (CTU) at Te Whatu Ora – Capital, Coast and Hutt Valley and the Department of Medicine at the University of Otago, Wellington.

The role is intended to be split approximately equally between:

- Supporting research and clinical trial activity in the CTU.
- Contributing to medical student teaching, assessment, and teaching innovation within the Department of Medicine.

This is a career development role, intended to provide a comprehensive foundation in clinical academic practice, including opportunities to contribute to publications, pursue formal teaching qualifications, and connect with senior clinician-researchers across both institutions.

## 2. KEY RESPONSIBILITIES:

### Research (Te Whatu Ora, CTU):

- Support ongoing clinical trials, including protocol familiarisation, data collection, patient engagement, and trial coordination tasks.
- Contribute to the preparation of ethics applications, data management, and publication drafts.

- Participate in regular CTU team meetings and assist with audit and quality assurance activities.
- Build collaborative relationships with clinician-researchers and partner institutions.

#### Teaching (University of Otago, Department of Medicine):

- Assist in the delivery of clinical teaching in modules of the MBChB program.
- Contribute to assessment activities, OSCEs, and curriculum development.
- Work with the Department teaching staff on educational activity development.

### **3. PERSON SPECIFICATION:**

#### Essential:

- Registered medical practitioner in New Zealand (with MCNZ General Registration at time of appointment).
- Demonstrated interest in clinical research and medical education.
- Strong organisational and communication skills.
- Able to work both independently and as part of a team.
- Self-directed and motivated individual, proactive in identifying and pursuing opportunities.
- Understanding of Te Tiriti o Waitangi and a commitment to upholding its principles.

#### Desirable:

- Prior experience in clinical trials or research;
- Teaching experience (formal or informal);
- Interest in pursuing a career in academic medicine.

#### Professional development:

- Participate in formal training in clinical education or research methods.
- Present at internal research or teaching symposia.
- Opportunity to conduct original research aligned with Health New Zealand and/or the University of Otago Department of Medicine and co-author one or more abstracts or publications where appropriate.

### **4. EMPLOYMENT STRUCTURE:**

The employment arrangement for this position involves two separate fixed-term part-time appointments (one with each institution). Line management and accountability will be via both institutional structures, but efforts will be made to ensure clarity, support, and protection for each role with strong collaboration already in place between both line managers. This will be clarified with the appointee during the appointment process.

### **5. REMUNERATION:**

Salary will be based on relevant experience and qualifications and aligned with University and Te Whatu Ora scales. FTE and salary banding will be confirmed at the time of appointment.

### **6. APPLICATION PROCESS:**

- A current CV
- A brief cover letter outlining interest and relevant experience
- Contact details for two referees
- Invitation to interview for suitable candidates