



# UNIVERSITY OF OTAGO

## Te Whare Wananga o Otago

### JOB DESCRIPTION

**JOB TITLE:** Professional Practice Fellow

**DEPARTMENT:**

**DIVISION:**

Professional Practice Fellows are academic staff who support teaching or training in a professionally-based area. An expectation of the role is the maintenance of professional expertise through continuing professional development and working within the area of professional expertise.

The duties of Professional Practice Fellows are carried out under the supervision of the academic colleague who is responsible for course design and delivery.

#### PRIME FUNCTIONS

- Support teaching across a range of papers or in clinical settings, to post-graduate level, in the professional area of specialisation. This includes preparation, assessment, teaching and paper administration duties, under the supervision of the academic colleague who is responsible for course design and delivery;
- Carry out administration responsibilities; and
- Contribute to Department's academic goals by applying and sharing expert knowledge in a professional discipline.

#### KEY TASKS

##### *Facilitate Learning*

- Support full development of professional skills in students;
- Facilitate learning by conducting demonstrations, tutorials or workshops in relation to professional training; and
- Prepare own learning material for students including the production of handouts, photocopying and preparation of lesson materials.

##### *Assessment*

- Assist with assessments by contributing questions or practical exercises within the area of speciality;
- Provide within-course assessment and feedback to students on progress towards professional competence. Assessments can be; in class, out of class, or in a practical/professional setting; and
- Record results accurately in accordance with University processes.

##### *Professional practice and scholarly activities*

- Maintain own practice of the profession, demonstrating knowledge of technical developments and involvement with professional organisations relating to the practice;
- Maintain an awareness of research developments in the field; and
- Assist other academic staff in the development of their own research programmes by bringing a practice perspective, appropriate involvement in research projects, and active participation in departmental research meetings.

### ***Service to the University and the community and collegiality within the Department/School***

- Undertake management / leadership roles within the University and / or community;
- Demonstrate and foster collegiality within the Department/School;
- Participate in quality assurance activities;
- Contribute to external academic and professional activities; and
- Contribute to continuing education in the professional field.

### ***Administration***

- Ensure administrative processes are completed in a timely and efficient fashion in accordance with university policy and practice;
- Ensure all marking and assessment reporting is completed within the University's timeframes and guidelines;
- Fulfil any compliance and reporting requirements; and
- Prepare class / learning material.

### ***Health and Safety***

- Ensure the 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 you have carried out relevant health and safety training;
- Ensure sound health and safety practices are in place in teaching student related activities and research;
- Identify and report all hazards; and
- Assist the Department Health and Safety Officer, when requested.

### ***Other Duties***

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

## **RELATIONSHIPS**

|                                       |  |
|---------------------------------------|--|
| <b>Directly responsible to:</b>       | Course convenor under the overall direction of the Head of Department.                                     |
| <b>Supervision of:</b>                | N/A.   |
| <b>Functional relationships with:</b> | Students.<br>Academic staff.<br>General staff.<br>Others in the profession.<br>Professional organisations. |

## **PERSON SPECIFICATION**

- Relevant postgraduate and/or professional qualification.
- Appropriate professional experience.
- Evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.
- A commitment to the principles of the Treaty of Waitangi and to equal opportunity.