**POSITION DESCRIPTION**

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| **Position Details** | |
| Position Title | Senior Advisor Research |
| Business Unit | Teaching and Learning, Academic Directorate |
| Reports to | Team Leader, Teaching Innovation & Research |
| Location | WelTec and Whitireia |
| Date | December 2019 |

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| **WelTec & Whitireia: Our Purpose** |

Whitireia Community Polytechnic (Te Kura Matatini o Whitireia) and Wellington Institute of Technology (WelTec) (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting students first and together we serve around 15,000 students every year in the Wellington region and across New Zealand.

WelTec and Whitireia change lives. We provide professional, vocational, and foundation education where students learn the real skills they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from foundation courses to specialised Masters degrees, and in a huge range of subjects – from arts to veterinary nursing.

What we do is important and we are proud to be able to say that we do it very well – Whitireia and WelTec are consistently among the highest performing institutes of technology in New Zealand.

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| **Our Guiding Principles** |

We put people at the heart of everything we do. Key principles that underpin the way we operate include:

**Te Tiriti o Waitangi** – understanding that Te Tiriti o Waitangi is foundational to every aspect of the education system and the relevant principles need to be operationalised in our organisations.

**Flexibility** – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing students as individuals with unique needs and aspirations.

**Community engagement** – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

**Active collaboration** – working hand-in-hand with industry and employers to ensure the relevance of ITP education to the needs of industry. Providing real-world learning experiences for students, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader New Zealand objectives and resources.

**Leadership** – providing a framework and a vision for the ITP sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

**Advancement of New Zealand** – providing measurable economic and social benefit to New Zealand through increasing capability and employability of students, actively driving growth in international student engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

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| **Position Purpose** |

The Senior Advisor Research enables the building of research capability, productivity and innovation at Whitireia and WelTec. The appointee will actively achieve this through the provision of guidance and support to staff wishing to undertake research and to those already research active. The appointee will support staff in innovation opportunities arising from research and identify opportunities to promote such activity. The appointee will also be expected to implement a strategy for identifying and developing external funding opportunities to support staff research and to manage internal funding allocations for research and reporting.

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| **Key Accountabilities** |

Responsibilities of this position are expected to change over time as WelTec and Whitireia respond to changing needs. The incumbent is expected to adapt and develop as the environment evolves. To ensure the focus of responsibilities remains up-to-date, the intention is for the high level description below to be supported by short term (e.g. 6 months) roll-over action plans prepared by the incumbent and agreed with his or her manager.

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| Accountable for effective, efficient delivery of the following functions:   * Actively engaging with academic staff to build capability in research and innovation * Providing guidance to staff with respect to completing research outputs including conference presentations, publications, exhibitions etc. * Providing high-quality advice to staff on requirements relating to participation in the PBRF * Supporting staff engaged in activities leading to innovation, particularly as these arise from research * Providing guidance in matters relating to Intellectual Property in the context of research and innovation, in accordance to agreed policy guidelines * Building capability of staff engaged in supervision of student research * Working with student supervisors and staff as necessary to ensure ethical compliance of research activity * Identifying and facilitating opportunities for staff collaboration and cooperation in research and innovation across WelTec and Whitireia and with other institutions and organisations * Maintaining a public register of staff research and innovative expertise * Identifying external funding opportunities, including in conjunction with government agencies, business and industry * Maintaining an up-to-date schedule of potential external funding opportunities and ensuring staff have ready access to related information and advice * Implementing a robust process for managing internal research funding allocations. * Collating information for, and preparing the annual WelTec and Whitireia Research Report for publication   Encompasses responsibilities for WelTec and Whitireia. |
| **Health and Safety**   * Maintaining knowledge of Health and Safety procedures, and actively support safe work practices in your work area. * Take all practicable steps to ensure you don’t harm yourself or anyone else. * Complying with health and safety procedures as outlined in Taikura, in particular reporting all incidents and proactively identify hazards and support their management. |
| **Collaborative Relationships**   * Developing and maintaining strong, positive and collaborative relationships that enhance the strategic partnership of WelTec and Whitireia. * Working with others collaboratively and constructively to achieve successful outcomes. * Supporting the work of the Schools, and Whitireia and WelTec, by actively learning and developing, and responding to constructive feedback in order to continually improve the quality of work produced. * Developing and maintaining the trust, respect and confidence of colleagues. |
| **Valuing and Nurturing Diversity**   * Recognising and positively responding to the different needs of particular groups and individuals within the Institutes’ communities. |
| **Other Duties**   * Any other duties as requested by your Manager/Director. |

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| **Position Dimensions** | |
| Financial delegations | Nil |
| HR delegations | Nil |
| Direct Reports | Nil |
| Key Internal Relationships | * Joint Leadership Team * Managers across WelTec and Whitireia * Heads of Schools * Academic staff * Post-graduate Board of Studies Chair and Members * Ethics and Research Committee Chair and Members |
| Key External Relationships | * TEC * NZQA * Ministry of Education * Other government agencies * Research funding organisations * Non-government and community organisations |

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| **Person Specifications** | |
| Qualifications and Experience | * PhD or Masters degree and have an established research record * Experience in working in a tertiary education environment. |
| Specialist Knowledge and Skills | * Demonstrated understanding of the funding mechanisms available to, and funding environment of, the New Zealand tertiary education sector. |
| Personal Attributes | * Demonstrates ability to work positively and constructively with others to enable, and build, research capability * Inspires others by consistently demonstrating positivity, energy, resilience and commitment * Communicates clearly and succinctly, both verbally and in writing and in a variety of contexts * Works very effectively as a member of a team. Values the contributions of others. Supports others to be more effective * Is able to manage competing demands effectively, get things done, and meets commitments made to others |