

Academic/Research Leader Position Description



Position Title:	Academic/Research Leader
Reporting Officer:	Chief Executive Officer (CEO)
Hours Per Week:	25 (part-time)
Salary Range:	\$37,500 - \$43,750

PURPOSE OF THE SCHOOL

New Zealand School of Acupuncture and Traditional Chinese Medicine (the School), with its main campus in Auckland, teaches students of the diploma, degree and postgraduate programmes that encompass courses in acupuncture, western medical science, Chinese herbal medicine and tuina. The School delivers theory, practical and clinical components of the programmes and this knowledge is then applied in the School's clinics under supervision by professional clinicians, and so preparing the graduates for professional practice. In addition, the School seeks to develop research culture amongst its academic staff.

THE ROLE

Reporting to the Chief Executive Officer (CEO), the Academic/Research Leader brings to this position professionalism, enthusiasm, flexibility and responsiveness both within the School, as well as within the industry and professional community at large.

This management role provides the academic and research leadership required for the School to deliver quality programmes. The primary responsibilities are to oversee:

- the academic operational performance of academic staff, including but not limited to course outlines, moderation, assessment and evaluation of feedback from students to enable academic staff to implement multiple, effective teaching approaches and styles appropriate to student learning needs and outcomes
- develop and implement a School research programme appropriate for literature review and/or applied research in traditional Chinese medicine, acupuncture, tuina or Chinese herbal medicine to inform academic and clinical aspects of the programmes.

The Academic/Research Leader is an effective manager of performance, capable of substantial change management and has the expertise and passion for the whole educational process. Some of the core responsibilities include:

- Chair the Academic Committee and Research Committee
- Ensure compliances with academic policies and procedures
- Ensure academic staff
 - deliver prescribed courses in accordance with course descriptors and outlines
 - complete required course assessments
 - perform related administrative tasks such as reporting student attendance and academic performance within timeframes
- Ensure the annual assessment and moderation plan is developed, approved and implemented

- Ensure adequate learning and teaching resources are available to support academic staff and students
- Provide feedback to academic staff as part of their formal and informal appraisals, including observation of their teaching and feedback from their student course survey
- Support academic staff to design, review and refine teaching materials to ensure the currency and relevance of courses and suitability of blended learning
- Work with the Clinical Coordinator on students' clinical practice
- Work with the Operations Officer to develop semester timetables for classroom teaching and conduct semester student orientation, and procure supplies of consumables for classroom use
- Work with the Marketing/Student Support Officer to assist with the enrolment process and ensure effective student evaluations are designed, approved, conducted, evaluated then matters raised are actioned
- Promote the importance of research by academic and clinical staff
- Enhance the capacity for research to be undertaken; presented to staff, students and colleagues and where appropriate, published in peer reviewed publications
- Process applications for credit recognition
- Manage the provision of learning support for students
- Ensure student compliance in accord with the policies, rules and regulations of the School
- Deal with allegations of student misconducts such as academic dishonesty or harassment
- Such other duties as CEO may reasonably require.

FUNCTIONAL RELATIONSHIPS

Internal	External
Academic Committee	Professional associations (eg. Acupuncture NZ)
Research Committee	Business, professional and community organisations
Clinical Coordinator	Other tertiary education providers
Operations Officer	Other stakeholders
Marketing/Student Support Officer	
Chief Executive Officer (CEO)	
Academic staff	
Administration staff	
Students	

PERSON SPECIFICATION

Qualifications and Experience

Academic/Research Leader must have a tertiary qualification, preferably in acupuncture/TCM, and have:

- Minimum of 2 years of teaching and/or management experience in the tertiary education sector
- Demonstrated experience in academic research.

Skills and Competencies

Applicant must be able to demonstrate competency in the following:

- See the big picture and think strategically
- Demonstrated leadership skills
- Knowledge and application of teaching pedagogy
- Demonstrated evidence of commitment, sound judgment, self-motivation, flexibility, resourcefulness, adaptability and resilience in employment
- Excellent communication and interpersonal skills
- Excellent organisation and administration skills
- Analytical problem solving
- Attention to detail
- Excellent time management skills to meet reporting requirements and ability to prioritise
- Willing to follow reasonable instructions of the CEO

- Sound working knowledge of computer software for daily administrative use, MS Office and preferably Moodle.

Personal Qualities

Applicant should:

- Be good listener with excellent mediation and conflict-resolution ability
- Be professional and non-judgemental, focusing on issues rather than personality
- Be able to work independently and as a team member
- Be customer-focused and have the "can-do" attitude to ensure that reasonable requests for services from staff, students and other stakeholders are met or referred to the appropriate personnel in a timely manner
- Be adaptable, and willing to go the extra mile when necessary.

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing professional development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at the School.