



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Candidate Information Pack Academic Positions in the Waikato Management School

March 2019

WAIKATO MANAGEMENT SCHOOL
TE RAUPAPA

Acting Pro Vice-Chancellor's Message



Waikato Management School is a business school of choice, respected nationally and internationally for our deep engagement with students and the business community, and the high quality of our teaching and commitment to research excellence.

At the heart of what we do is transformation - our purpose is to transform minds, careers and organisations.

We do this by developing a distinctive Waikato Management School experience based on four core pillars that prepare students:

1. to lead through innovation,
2. to engage in responsible management,
3. to be culturally aware, and
4. to be work-ready through 'on the job' experience.

Our students go on to become leaders in the public and private sectors, graduating with essential business and management skills and knowledge for the modern workforce. They have the ability to think critically and carefully, and to act responsibly and ethically.

The School is a member of an elite group of business schools that have earned Triple Crown status - an international acknowledgment of excellence in business and management education. We are accredited by AACSB International (the US-based Association to Advance Collegiate Schools of Business), EQUIS (European Quality Improvement System), and AMBA (The Association of MBAs). Only 1% of the world's 14,000 business schools have met the strict standards of all three accreditation bodies.

Professor Alister Jones
Acting Pro Vice-Chancellor
Division of Management

Waikato Management School Strategy

We are 'on the move' to make a difference.

Vision

Waikato Management School will be an internationally respected business school as evident in the quality and impact of its activities.

Mission

Waikato Management School will address the big challenges facing business and society in New Zealand and internationally by:

- producing, disseminating and translating relevant and high-quality research;
- facilitating locally and internationally relevant management learning;
- engaging with and having impact in business, industry and government; and
- enabling staff to make a difference.

Strategic Areas of Expertise

The Waikato Management School (WMS) will further develop its international scholarly reputation and impact in society through investing initially in two areas:

1. Leading Innovation, and
2. Responsible Management.

Both areas build on established capability within WMS. They emerge from the excellence of our research that informs our programs, and impacts business and society, and are inspired by both theory and practice. Each area covers the full spectrum of academic activities, including knowledge generation and dissemination, academic and professional programmes, and outreach and community connections.

Leading through Innovation

WMS will be known internationally for advancing knowledge in the management of innovation and entrepreneurial practice, for developing leaders with a passion and expertise in leading innovation, and for enabling individuals and organisations to succeed through the power of innovation.

A distinctive presence being built in the Tauranga/Bay of Plenty region, will assist WMS in further leveraging its expertise in the management of innovation and entrepreneurial practice in New Zealand and internationally, particularly in emerging export oriented industries, agri technology, marine systems.

Responsible Management (RM)

WMS will be known internationally for advancing knowledge that supports responsible management of organisations and allows predicting the economic effects of environmental and social practices and policies. It will be known for enabling individuals and organisations to improve the environmental, social and economic impacts of their actions.

Leveraging its current expertise in these areas and its historical attention given to these areas, WMS will continue working with business and organisations in New Zealand and internationally to make a difference.

Through these strategic areas of expertise, WMS will develop a sense that it is 'on the move' in both areas. We will strive to be widely identified as the No.1 international business school in those two areas in New Zealand, making significant scholarly contributions and having a significant impact on practice in those two areas. WMS is well known internationally in a number of other areas, including for example Tourism Management. WMS will continue to invest and build on its reputation in those areas. WMS will also strive to develop new areas of expertise through strategic hiring and cross-Faculty initiatives in areas such as Business Analytics, Health Management, and Leadership.

Description of Waikato Management School



We are proud of our graduates who occupy top management positions in New Zealand and around the globe.

The University of Waikato was established in 1964 and is one of eight universities in New Zealand, all of which are public institutions.

Waikato Management School (WMS) - internally known as the Division of Management is one of four divisions within the University of Waikato, and accounts for approximately one quarter of the University's total student population.

In 1972, the University of Waikato introduced a School of Management Studies incorporating a single Department of Management, with strong links to the Department of Economics and Department of Mathematics. The new school quickly established a reputation for the quality of its undergraduate programme in management, with the only four-year business degree in New Zealand.

In the 1990s, WMS started placing additional emphasis on graduate education and on research. A new graduate honours degree, masters degrees and the MBA were launched, and WMS invested to support the production of more high-quality research that has impact.

In the early 2000s, WMS widened its outlook. It significantly expanded its reach by working to achieve international accreditation, developing international partnerships and internationalising its student base. In 2004, WMS made sustainability a central part of its positioning and its teaching and research programmes because, although not common at the time, WMS recognised the role that environmental, social, economic and cultural responsibility was beginning to play in global business. By 2005, WMS achieved 'triple-crown' status with EQUIS, AACSB and AMBA accreditation. As well as supporting its

agenda, achieving accreditation significantly enhanced WMS's international recognition.

In 2009, WMS launched its Master of Business and Management (MBM) programme, a new type of qualification in New Zealand. The MBA Hopuhopu programme received AMBA's MBA Innovation Award in 2011, and in 2012 and 2017 AMBA accredited both the MBA and MBM programmes for five years. In 2015 WMS was reaccredited by AACSB and EQUIS.

In 2017, WMS re-structured to facilitate implementation of its new strategy and established two discipline-focused Schools: the School of Management and Marketing, and the School of Accounting, Finance and Economics. Each of these is led by a Head of School, supported by discipline area convenors.

In conjunction with the New Zealand Institute for Business Research that supports business research within WMS and the University, WMS' Executive Education unit develops and delivers professional training programmes to advance capacity of senior management in New Zealand's private and public sector organisations.

Campus Locations

Waikato Management School is currently located at the University of Waikato, Hamilton campus, New Zealand. The University also has a new campus at Tauranga/Bay of Plenty region, New Zealand. While keeping its operations at the Hamilton campus, WMS will establish further capacity at the Tauranga campus with additional resident academics located at and programmes delivered through the campus.

New Zealand Institute for Business Research at Waikato Management School

We focus our research on what matters and produce research of the highest quality with impact.

About us

As part of WMS, the New Zealand Institute for Business Research (NZIBR) is the umbrella entity that profiles and develops the work of three research units:

- Responsible and Sustainable Management Unit,
- Enterprise Innovation Unit, and
- Leadership Unit.

The NZIBR facilitates and leverages research carried out in these three areas within WMS and across the University of Waikato, enhancing and enabling its cohesion and capability. With a distinctive focus each, all three research units cut across several industry sectors to solve important problems and have impact in practice; with a particular focus on agribusiness, health services, and tourism.

At the NZIBR, our people have a wealth of expertise in areas ranging from innovation and responsible management to economic impact analysis. The NZIBR works with industry, government agencies and

other organisations, in New Zealand and internationally, to enhance productivity and contribute to innovation and sustainable business.

For more information, please visit waikato.ac.nz/ibr/about-us

Some Recent Research

Recent research projects relate to aspects such as: Servant Leadership, Strategic Change & Performance, Innovation Management, Water Management, Trade Modelling, Health Behaviour, Public Health Practice, Conservation Investment and many others.

Our Publications

Our publications have appeared in top tier journals such as: *Journal of Marketing*, *Journal of the Academy of Marketing Science*, *Strategic Management Journal*, *Journal of International Business Studies*, *Long Range Planning*, *Tourism Management*, *Journal of Travel Research*, *Annals of Tourism Research*, *Journal of Product Innovation Management*, *MISQ*, and many more.

Major Industry Connections

The NZIBR undertakes work in collaboration with organisations in New Zealand and internationally:

World Bank, Economic Research Institute for ASEAN, World Trade Organisation, Waikato Innovation Park, Fonterra, Zespri, Ministry of Tourism, Ministry of Environment, District Health Boards, Tainui, Priority One, Waikato Airport, and PwC (PricewaterhouseCoopers); to name a few.



Institute for
Business Research

Te Pūtahi Rangahau Umanga

THE UNIVERSITY OF WAIKATO

Position Summary

Professor and Associate Professor

Professor and Associate Professor

Key responsibilities

Research

- Undertake influential research in relevant discipline/field of study
- Publish in relevant elite refereed journals, high quality books, monographs and reports
- Provide academic leadership in research activities undertaken by other colleagues who are interested in the same or similar area of study
- Successfully apply for external funding and competitive grants
- Periodically present research in public forums
- Meet the Department's research and publication expectations of a Professor, in terms of quality and quantity of output
- Meet the University of Waikato Management School's research expectations of a Professor

Teaching

- Actively promote an environment of continual innovation in learning and teaching, including the use of technologies and contemporary and relevant pedagogical approaches in program delivery
- Prepare and deliver lectures, seminars and tutorials, including the initiation and development of subject material, particularly in the PhD program
- Undertake administrative tasks associated with the subjects taught, including marking, assessment, and management of tutors
- Teach and interact with students from different cultural backgrounds
- Supervise Masters and/or PhD students

Service to University and profession

- Contribute to the profession and community, through activities such as advice to government, business and community organisations
- Contribute to the collegial and intellectual life of the Faculty and University, through forums and events
- Provide service to the University, Faculty and Department through meetings and committee work, including membership of the Academic Board and its sub-committees
- Promote the University and the discipline by participating in appropriate local, national and international organisations and associations
- Participate in functions promoting the University, such as Open Day, graduation ceremonies, seminars, and student recruitment events



Selection Criteria

Essential

- A PhD in a relevant discipline.
- Demonstrated high level of undergraduate teaching skills, including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively, and contributions to pedagogical and educational developments in the subject more widely.
- Demonstrated ability to provide a major contribution to the graduate and postgraduate teaching programme including the supervision of Honours, Masters and PhD students.
- Demonstrated commitment to using innovative teaching methods and materials eg. distance delivery techniques, team teaching skills.
- Broad and in-depth knowledge of the relevant area.
- Demonstrated excellence in research and associated publications as assessed against international benchmarks and an active programme of scholarship.
- Demonstrated ability to make a significant contribution to departmental and School administration, where appropriate.
- Proven and credible academic leadership and a willingness to take leadership roles.
- Demonstrated success in attracting and supervising high quality postgraduate research students.

- Proven ability to communicate and work effectively with staff and students.
- A strong track record of obtaining external funds from competitive grants and other sources, to support advanced research
- A track record of engagement with business, government, and/or the not-for-profit sector for the purposes of consulting, executive education, research and research translation
- An ability to work collaboratively and collegially, in an academic department that is diverse with respect to research area, methodology, cultural background, gender, and other dimensions, through an accessible, visible and approachable style and where relevant, provide high quality academic leadership through supporting and mentoring academic colleagues
- The ability to enhance the University's engagement with the broader community through high-quality teaching, research, and knowledge transfer
- Demonstrated experience and skills to play a role as a leading public voice in relevant field

Desirable

- Leadership and service to domestic and international professional and scholarly associations, centres, journals, and/or institutes

Special Requirements

- Flexible work hours, including after regular business hours, will be required due to teaching timetables and participation in University and industry functions and events
- Professors/Associate Professors are expected to exercise a special responsibility in providing leadership and in fostering excellence in research, teaching, professional activities and policy development in the academic discipline within the faculty, within the University and within the wider community. All Professors are members of the Academic Board, and are encouraged to participate in its activities.

Position Summary

Senior Lecturer and Lecturer

Senior Lecturer/Lecturer.

Key responsibilities

Research

- Engage in research leading to publication in premier international journals and other scholarly outlets
- Publish in top tier refereed journals in areas of focus for the Department and Faculty
- Actively attempt to secure external and internal research funding, through competitive processes
- Act as effective member of a research team

Teaching

- Prepare, deliver and coordinate lectures, tutorials and seminars
- Develop curriculum and teaching materials, including the use of e-learning and multi-media platforms
- Develop subject materials
- Consult with students
- Assess, process and finalise student results
- Administer tasks associated with the subjects taught, including management of tutors
- Supervise Masters and/or PhD students
- Teach and interact with students from different cultural backgrounds

Service to University and profession

- Contribute to the profession and community, through activities such as advice to government, business and community organisations
- Contribute to the collegial and intellectual life of the Department and University, through forums and events
- Provide service to the University, Faculty and School through contributions to meetings and committee work
- Promote the University and the discipline by participating in appropriate local, national and international organisations and associations
- Participate in functions promoting the University, such as Open Day, graduation ceremonies, seminars, and student recruitment events



Selection criteria

Essential

- A PhD in a relevant discipline.
- Demonstrated high level of undergraduate teaching skills, including the ability to lecture to large numbers and conduct small group seminars and tutorials effectively, and contributions to pedagogical and educational developments in the subject more widely.
- Demonstrated ability to provide a major contribution to the graduate and postgraduate teaching programme including the supervision of Honours, Masters and PhD students.
- Demonstrated commitment to using innovative teaching methods and materials eg. distance delivery techniques, team teaching skills.
- Demonstrated excellence in research and associated publications as assessed against international benchmarks and an active programme of scholarship.
- Demonstrated ability to make a significant contribution to departmental and School administration, where appropriate.
- Proven and credible academic leadership and a willingness to take leadership roles.
- Demonstrated success in attracting and supervising high quality postgraduate research students.
- Demonstrated success in attracting external research funding and in completing grant applications.
- Proven ability to communicate and work effectively with staff and students.
- An ability to work collaboratively and collegially, within an academic department that is diverse with respect to research area, methodology, cultural background, gender, and other dimensions

Personal qualities

- Self-motivation and a pro-active approach.
- Attention to detail and timeliness in the delivery of outputs.
- Commitment to developing and operating in a team environment.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Ability to maintain a professional approach while under pressure.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity to the and University's partnership with Māori as intended by the Treaty of Waitangi.

Vice Chancellor's message



The University of Waikato holds a special place in the New Zealand university system. Since its inception in 1964, when it was created by the demands of the local community, the University of Waikato has shown a commitment to innovation and to serving the needs of its community.

We are proud of our innovative, forward-thinking approach and I look for people who have the same ethos. Since I began in the role of Vice-Chancellor, I have focused on refining our strategic direction and identifying opportunities for investment and growth. We are constantly responding to the challenges of a changing higher education sector by defining our strengths and building on our distinctive character and identity. Recruiting staff who can assist us in finding ways to turn these challenges into opportunities, and who see the constant search for greater efficiency and new opportunities as our highest priority.

Our motto, Ko Te Tangata (For the People) is at the heart of everything we do. It is our people who make this University distinctive and it is our ability to continually find new and better ways to serve the communities around us that provides for continuous development of that distinctiveness. I am constantly impressed by the enthusiasm that our staff show, and by their commitment to the ideals that are at the heart of the University: both are qualities that we seek to identify in new staff and reward in existing staff.

As a work environment, the University of Waikato has a lot to offer. We are committed to excellence across all our activities – teaching and learning, research, postgraduate supervision, commercialisation and administration – and to serving the needs of our local, national and international communities. We are at the forefront of work-integrated learning and place emphasis on continued professional development while providing the tools and support needed to succeed. These aspects of the University make it a challenging, exciting and fulfilling place to work. If, like us, you are committed to the pursuit of excellence, the University of Waikato could be the best place to begin the next phase of your career.

Professor Neil Quigley
Vice Chancellor
University of Waikato

Working at the University of Waikato

Equal Opportunity, Diversity and Inclusion

The University of Waikato is firmly committed to the principle of equal opportunity for all and recognises the need to give practical effect to such responsibilities both as an employer and as an educational provider.

The University believes in providing equal opportunities in both education and employment for all people regardless of factors which are irrelevant to their abilities, thereby deriving benefit from the overall pool of talent which exists in New Zealand society and contributing to its enrichment.

Organisational Development

At the University of Waikato organisational development might better be described as a planned, complex, organisation-wide educational strategy to ensure coherence around the beliefs, values, attitudes, purpose and structure of the University to enable it to maintain the strong identity which has developed over five decades so that it can better adapt to a rapidly changing environment over which it has little or no control.

The University's core underlying values have always been a concern for people and partnership with Māori as embodied in its motto Ko te Tangata.

We are a university for the people of New Zealand, operating in a unique New Zealand way within an international context. Our academic accomplishments receive international recognition and we enable our students to function as global citizens. We strive to provide staff and students a unique Waikato Experience where holistic teaching and learning, underpinned by rigorous, high-quality research is our core business.

Diversity & Inclusion at the University of Waikato

- Legislation
- Being a good employer
- Strategy - Ko te Tangata
- EEO policy
- Diversity and Inclusion Programme
- University plans (eg. Māori Advancement Plan)
- Removing barriers to participation
- Valuing diversity and inclusion
- Leadership development
- Flexible working options
- Career development
- Work/life balance



Benefits of working at the University of Waikato

In addition to a great working environment, the University of Waikato offers a range of benefits to its staff members, which include:

Health and well-being

The University of Waikato provides a smoke-free study and work environment.

Employees are able to get a discounted membership at UniRec (gym) located on the Hamilton Campus.

Discounted medical, income protection and life insurance schemes are available to University staff. Free counselling is available for employees and their families through an off campus confidential Employee Assistance Programme (EAP).

Professional development

Eligible academic staff can apply for generous study leave of up to eight weeks of paid leave for each year of service plus allowances.

Employees can enrol in papers and tuition fees may be paid by the University provided certain criteria are met. The University offers a wide range of in-house professional development options which are run as part of an annual programme. The University has a number of induction activities and practices to welcome new staff and help their transition into a new workplace.

Leave

Staff receive a minimum of four weeks annual leave per year and up to five special University holidays, in addition to 11 statutory holidays.

Employees taking parental leave are eligible for at least six weeks paid leave (in addition to the statutory paid leave provided by the government) or a gratuity on their return to work, subject to meeting certain criteria.

Generous sick leave provisions.

Superannuation and KiwiSaver

Continuing (and some longer fixed-term) employees may join the UniSaver Superannuation Scheme, with employer contributions upon commencement. The University will contribute up to 6.75%.

Depending on eligibility KiwiSaver is available to staff.

Flexible working

The University of Waikato is willing to consider flexible working arrangements to support an effective work life balance; requests are considered on a case-by-case basis. Proposals may include hours worked, period of the year worked, partial or occasional working from home.

Carparking and transport

Employees are able to pay for car parking in specified reserved areas located around the Hamilton campus via payroll deductions.

Subsidised bus fares are available within Hamilton city.

Secure bike storage facilities are located across campus.

Childcare

Privately run crèche and kōhanga reo facilities are situated near the Hamilton Campus.

Living in the Waikato

With a beautiful campus and excellent facilities the University of Waikato, located in Hamilton, provides a stimulating and fulfilling work environment.

The parkland campus covers some 68 hectares of Tainui land located in New Zealand's heartland, the Waikato. The University's location, origins, partnerships with Māori and unique regional and cultural resources have always been fundamental aspects of our identity. We place a high level of importance on the University's role as a key driver of social well-being and economic growth in its region. We also have a growing campus in Tauranga, on the north-eastern coast of the Bay of Plenty, including the development of a modern purpose-built facility and student accommodation in the CBD.

The University has strong connections with the Kīngitanga, Waikato-Tainui and many other iwi throughout New Zealand. The institution is committed to partnership with Māori as intended by the Treaty of Waitangi.

The University is a vital player in the regional and national economies. It generates nearly \$1 billion annually in sales revenue for the New Zealand economy.

New Zealand's Tertiary Education Commission has ranked Waikato University "Low Risk" – an affirmation of the Government's confidence in the University's management and viability.

The University is proud to have been awarded a QS (Quacquarelli Symonds Limited) Stars five-star rating in July 2016. QS Stars defines the University of Waikato as being a world-class university with a high reputation for employment, cutting-edge facilities, internationally renowned research, and outstanding teaching and student satisfaction. We are ranked 324 in the world by the QS World University Rankings 2016 and in the 401-500 band in the world by the influential UK-based Times Higher Education organisation in 2015.

Having marked its first half century, the University is looking forward to setting the foundations for its next 50 years.

Why work in Hamilton?

Hamilton is one of New Zealand's fastest growing cities. It has an urban and semi-urban population of about 180,000, plenty of schools – public and private, a temperate climate and distinctive rural character. The city sits on the banks of the Waikato River, linked by a series of bridges.

The city has a vast array of restaurants, cafes and bars and several retail centres. Cycling and walking paths flank the Waikato River, leading to the internationally renowned and ever popular Botanic

Gardens. The city is generally safe, quiet and without major traffic jams. House prices are more affordable than many of New Zealand's major centres (such as Auckland, Wellington and Christchurch). Hamilton has its own domestic airport and is 90 minutes away from the country's main international airport in Auckland.

Hamilton's central location – in the middle of the North Island – makes it an ideal springboard for beaches, lakes and mountains. It's less than two hours' drive to the popular tourist destinations of Rotorua, Taupō and the Coromandel Peninsula.

From Hamilton's central business district, it is only a quick drive to stunning countryside or unique attractions including Waitomo caves, the Hobbiton film set from Lord of the Rings and The Hobbit, and Raglan's famous surf beaches.

The city caters well for sports lovers, with more than 135 parks and gardens, 58 sports grounds and more than 1000 hectares of open spaces. In addition, Waikato Stadium and the city's Claudelands Events Centre are first class venues for national sporting events and concerts.

Additional resources

[newzealandnow.govt.nz /work-in-nz](http://newzealandnow.govt.nz/work-in-nz)



Key application information

Location

Hamilton, New Zealand; or possibly
Tauranga, New Zealand.

Salary

An attractive remuneration package,
commensurate with qualifications and
experience, plus add ons will be offered to
the successful candidates

Superannuation

As per condition of employment
agreements

Working Hours

Full-time

Basis of Employment

Continuing roles

Employment Agreement

[waikato.ac.nz / data /assets/pdf_file/
0009/289224/Emp_Agree_Academic.pdf](http://waikato.ac.nz/data/assets/pdf_file/0009/289224/Emp_Agree_Academic.pdf)

How to Apply

Online applications are preferred.
Go to [waikato.ac.nz /vacancies/current-
vacancies](http://waikato.ac.nz/vacancies/current-vacancies)

Application due date

Applications will remain opened until a
suitable candidate is appointed.

Enquiries

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THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

WHERE THE WORLD IS GOING
TE AHUNGA O TE AO

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