



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

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POSITION DESCRIPTION

Dean of Medicine

Reports to:	Pro Vice-Chancellor of Health
Division:	Division of Health
Tenure:	Five years
Location:	Hamilton
Date:	September 2025

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

A key strategic priority for the Division and University is the establishment of the New Zealand Graduate School of Medicine (NZGSM), which will welcome its first cohort of students in 2028. This new medical school will embody the University's motto, Ko Te Tangata – For the People, with a focus on advancing health equity through culturally responsive medical education, particularly in regional and rural communities.

The NZGSM will distinguish itself through genuine and close partnerships with health service providers. Its teaching and research will reflect national workforce needs and the aspirations of regional and rural communities. A high proportion of its graduates are expected to pursue careers in primary care, and all graduates will be recognised for working effectively in multidisciplinary teams.

2. POSITION PURPOSE

The Dean of Medicine will provide strategic, academic, and operational leadership for the New Zealand Graduate School of Medicine (NZGSM), ensuring its successful establishment and ongoing sustainability. They will engage closely with the Pro Vice-Chancellor of Health and the Vice-Chancellor to ensure alignment with national medical education priorities.

The Dean of Medicine will build the academic, professional, and clinical team to deliver the programme and secure the commitment of placement providers. They will oversee the adaptation of a graduate-entry curriculum to meet the needs of Aotearoa New Zealand and achieve accreditation with the Australian Medical Council and the Medical Council of New Zealand. The Dean will guide the implementation of the programme, closely monitoring the success of the initial cohorts against the goals of the NZGSM. This includes ensuring that rural and primary care perspectives are embedded in the School's leadership, curriculum, and placement decisions, either through their own background or by shaping a leadership team that collectively brings these strengths.

As a member of the Division of Health Senior Leadership Team, the Dean will collaborate with the Pro Vice-Chancellor of Health, Heads of School, and Associate Deans to ensure the NZGSM is fully integrated into a cohesive model of health education spanning multiple health professions. They will foster a collaborative, inclusive environment that encourages excellence in teaching, research, and service, with a shared commitment to addressing inequities in health outcomes.

3. FUNCTIONAL RELATIONSHIPS:

Internal: Pro Vice-Chancellor of Health
Medical Advisory Board
Associate Deans
Heads of Schools and Programmes within the Division
Director, Division of Health
Director, Medical School Establishment Programme
Division Managers
The Vice-Chancellor and Deputy Vice-Chancellors
Directors of Research Institutes and Centres
Other academic and professional staff in the Division and the University.

External: Ministry of Health | Manatū Hauora
Health New Zealand | Te Whatu Ora
Tertiary Education Commission (TEC)
Medical Council of New Zealand (MCNZ) | Te Kaunihera Rata o
Aotearoa
Australian Medical Council (AMC)
Medical Deans Australia and New Zealand
Academic and professional staff at Australian partner universities
Academic and professional staff at New Zealand partner
Universities
Primary Health Organisations (PHOs)
Primary care and community-based healthcare providers
Community stakeholders and iwi partners
Specialist medical colleges and professional associations
Relevant medical workforce unions
Potential philanthropic donors
Other relevant external agencies

4. KEY RESPONSIBILITIES

Strategic and Academic Leadership:

- Maintain and enhance a graduate-entry medical curriculum contextualised to Aotearoa New Zealand's health environment, embedding a sustained commitment to health equity through genuine partnerships with Māori, Pacific, and underserved communities.
- Provide visionary leadership and clear direction for the long-term strategic positioning and ongoing development of the New Zealand Graduate School of Medicine (NZGSM) as a national leader in culturally responsive, socially accountable, and equity-focused medical education.
- Lead the NZGSM in delivering its mission, ensuring excellence in programme governance, academic quality, operational effectiveness, and responsiveness to the evolving health needs of Aotearoa New Zealand.
- Oversee strategic planning and continuous improvement of the School's academic and operational systems, processes, and procedures to ensure long-term excellence, resilience, and innovation.
- Ensure the medical programme is embedded within a collaborative model of health education spanning multiple health professions and disciplines, working in sustained partnership with other Schools in the Division of Health to create shared teaching, research, and clinical experiences that foster collaborative, team-based care.
- Champion innovation in medical education, including the application of digital-first, research-informed, and culturally responsive pedagogies that anticipate future health workforce needs and align with the aspirations of the communities served.
- Maintain oversight of curriculum evaluation and quality assurance, ensuring continuous improvement and responsiveness to the evolving needs of the health workforce and communities, and ensure compliance with the monitoring and annual reporting requirements of the Australian Medical Council and the Medical Council of New Zealand.
- Oversee the development of a research culture and profile for the NZGSM that is aligned with the goals of the medical programme by fostering collaborative research, postgraduate supervision, and integration of research into teaching.

- Demonstrate credibility with accrediting bodies, the medical profession, and external stakeholders, through modern leadership capabilities that emphasise innovation, accountability for outcomes, and alignment with the School's broader purpose.

Clinical Education and Placements:

- Oversee the regular evaluation and strategic alignment of placement locations with the School's objectives and community health priorities, with a particular focus on improving health outcomes for Māori, Pacific, rural, and underserved communities.
- Provide strategic leadership and sustained oversight of the NZGSM's clinical education and placement framework, ensuring it consistently meets accreditation standards and reflects best practice in contemporary medical education.
- Maintain strong, enduring partnerships with Health New Zealand | Te Whatu Ora, primary care providers, iwi, and community stakeholders to ensure provider participation, clinical leadership engagement, and culturally safe learning environments for students.
- Ensure placements are designed to foster collaborative, cross-disciplinary learning, enabling students to develop the skills needed to work effectively across health professions in diverse healthcare settings.
- Ensure clinical education is supported by innovative, digitally enabled approaches that enhance teaching, supervision, and interprofessional learning across all placement settings.
- Lead ongoing engagement with the Ministry of Health and other national bodies to shape policy, infrastructure planning, contractual arrangements, and employment models for clinicians contributing to the education and supervision of medical students, ensuring clinical education is supported by innovative, digitally enabled approaches that enhance interprofessional learning.
- Regularly review and evaluate the clinical placement model to confirm it continues to meet accreditation standards, workforce priorities, and community needs, making adjustments as necessary.

Partnerships and External Engagement:

- Lead and sustain authentic engagement with Māori, Pacific, and community stakeholders to ensure the NZGSM reflects local priorities, builds enduring trust, and delivers culturally grounded partnerships that result in tangible improvements in health outcomes.
- Provide academic and technical input into Ministry of Health-led Approval to Deliver processes and other national planning activities that affect medical education, ensuring alignment with University and Division priorities.
- Maintain and strengthen constructive working relationships with the Medical Council of New Zealand (MCNZ), the Australian Medical Council (AMC), and other relevant accreditation and regulatory bodies to ensure the NZGSM remains well-positioned nationally and internationally.
- Actively engage with the Medical Advisory Board, and collaborate with Australian and New Zealand partner universities to ensure the curriculum remains contemporary, contextually relevant to Aotearoa New Zealand, and underpinned by shared oversight of programme quality and graduate outcomes.
- Strengthen and expand relationships with health service providers, professional associations, and industry partners to support interprofessional and multidisciplinary education, collaborative research, and innovative service models that prepare graduates for team-based care in diverse settings.

- Actively engage with relevant workforce unions to ensure their perspectives are incorporated into the School's planning, governance, and decision-making.
- Shape and promote a distinctive identity for the NZGSM that reflects the values, educational mission, and strategic positioning of the University of Waikato, with a strong emphasis on social accountability, community partnership, and cultural responsiveness.
- Represent and advocate for the NZGSM nationally and internationally to enhance its profile, strengthen the University's reputation, build enduring partnerships with Māori, Pacific, and community stakeholders, and attract, develop, and retain exceptional academic and professional talent aligned with the School's mission, values, and equity commitments.
- Actively contribute to philanthropic and donor engagement, with particular emphasis on developing scholarships that support equity of access for students from underrepresented communities.

People, Culture, and Organisational Development:

- Provide academic and strategic leadership to staff, fostering a collaborative, inclusive, innovative, and high-performing culture that reflects the NZGSM's commitment to excellence, equity, and culturally responsive practice.
- Promote a team-based leadership model that draws on complementary expertise to deliver the School's purpose.
- Lead ongoing workforce planning, recruitment, professional development, and succession planning to ensure the School attracts, develops, and retains exceptional academic and professional staff who are committed to the School's mission and values.
- Ensure compliance with University policies, collective agreements, and employment legislation.
- Strengthen the integration of the School of Medicine within the Division of Health, actively contributing to a unified model of health education promoting collaboration across health professions and disciplines, preparing graduates for collaborative, team-based healthcare delivery.

Resource and Risk Management:

- Provide strategic oversight of financial planning, resource allocation, and budget management to ensure the School's long-term sustainability and alignment with its strategic objectives.
- Lead the ongoing development and optimisation of infrastructure, clinical learning environments, and digital platforms required to deliver a world-class medical programme that fosters cross-professional and cross-disciplinary collaboration and is accessible, culturally responsive, and equitable for all students.
- Ensure effective risk management practices are in place, including proactive identification, mitigation, and monitoring of risks related to academic delivery, research, partnerships, and operations.
- Develop and maintain systems for ongoing monitoring of programme performance, including student outcomes, placement quality, staff capacity, and stakeholder feedback, ensuring these processes inform both internal governance and external reporting requirements.
- Promote and maintain a safe, healthy, and inclusive work and learning environment for staff, students, and visitors, fulfilling all responsibilities under the University's Health and Safety Policy.

- Ensure compliance with relevant legislation, University policies, and sector standards, including those relating to health and safety, equity, and accessibility.

Any other duties as required that are consistent with the position held and work in the best interests of the Division and University (including its community of students and staff), within relevant legislation and in accordance with the University Charter.

NOTE: The Dean of Medicine will have an annual Objectives, Development and Reflection (ODR) meeting with the Pro Vice-Chancellor. New appointees will normally attend such a meeting approximately three months after taking up the role.

5. PERFORMANCE STANDARDS

The Dean of Medicine will be performing satisfactorily when:

- A visible, authentic, and sustained commitment to Te Tiriti o Waitangi, equity for Māori, Pacific, and underserved communities, and culturally responsive practice is evident in all leadership, planning, and partnership activities.
- Enduring, productive relationships are maintained with clinical leaders in hospital, primary, and community care settings, as well as iwi, Māori health organisations, Pacific health providers, Health New Zealand | Te Whatu Ora, the Ministry of Health, regulatory bodies, and other strategic partners.
- The medical programme is delivered to the highest academic and professional standards, with curriculum design and delivery aligned with University, sector, and community expectations.
- Accreditation requirements are consistently met, with annual reporting to the Australian Medical Council and the Medical Council of New Zealand completed to a high standard, and with evidence of responsiveness to feedback.
- Clinical education and placement arrangements are sustained, regularly evaluated, and continuously adapted to meet evolving workforce needs, with site selection and partnerships supporting high-quality, culturally safe learning experiences that integrate diverse health professions in collaborative practice.
- Programme performance is monitored through student outcomes, graduate destinations, placement quality, and stakeholder feedback, with evidence of continuous improvement.
- The NZGSM contributes effectively to national health workforce priorities, with input into relevant business cases, funding models, contractual arrangements, and infrastructure planning that reflect the needs of the programme and its partners.
- The School actively contributes to the leadership, governance, and planning activities of the Division of Health, supporting integration within a unified interprofessional model of health education.
- The national and international profile of the NZGSM is advanced through visible, credible, and strategic engagement, strengthening its reputation, partnerships, and influence.
- Safe, healthy, and inclusive work and learning environments are maintained for all staff and students, with full compliance to statutory, policy, and procedural obligations.
- The NZGSM develops a strong research profile, with active integration of research into teaching, supervision of postgraduate students, and collaboration with health and community partners.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Medical degree and current registration with the Medical Council of New Zealand.
- Completed postgraduate training in a recognised medical specialty.

TRAINING, SKILLS, AND KNOWLEDGE

Essential

- Demonstrated commitment to Te Tiriti o Waitangi, cultural safety, and improving Māori, Pacific and underserved community health outcomes through leadership, education, and collaboration.
- Effective communication and engagement skills, with the ability to build and maintain strategic relationships with iwi, Pacific communities, and health providers, government agencies, regulatory bodies, and professional organisations.
- Proven ability to lead academic or clinical teams, with strong capability in mentoring, workforce development, and operational management in a university or healthcare setting.
- Knowledge of innovative and culturally responsive teaching methodologies, including technology-enhanced delivery, interprofessional and multidisciplinary education, and equity-focused curriculum design.
- An appropriate record of scholarly activity and research, with proven experience in integrating research into clinical teaching and advancing research-informed practice.

Preferred

- Experience in, or strong understanding of, rural and primary care contexts, and commitment to embedding these perspectives in medical education and leadership.
- Strong business acumen and management capability, with proven experience leading complex organisational units and ensuring financial and operational sustainability.

PERSONAL QUALITIES

- Models culturally safe leadership and upholds the principles of Te Tiriti o Waitangi through inclusive practice, advocacy, and meaningful partnership.
- Demonstrates self-motivation, integrity, and a proactive approach, with a strong orientation toward innovation, continuous improvement, and evidence-based decision making.
- Possesses the presence and credibility to lead confidently, earn trust, and foster collaboration across clinical, academic, and community contexts.
- Works collegially, flexibly, and effectively in high-pressure, complex environments, demonstrating composure, adaptability, and a solutions-focused leadership style.
- Builds trust and rapport through inclusive, empathetic, and respectful communication across diverse contexts.
- Committed to openness, transparency, and shared decision-making in the pursuit of excellence in education, research, and service.

Term of Appointment

The term of appointment is five years and may, subject to review by the Pro Vice-Chancellor of Health, be renewed for a further period by mutual agreement. The appointee may have provision for reversion to a continuing academic position at an appropriate level.

Conditions of Employment

The appointment will be subject to an individual employment agreement. An appropriate package will be negotiated, taking into account the seniority of the position and the expectations of the role. It is acknowledged that the successful applicant may wish to retain some clinical responsibilities, with the final FTE of the role to be negotiated.