

POSITION DESCRIPTION

Head, School of Pharmacy and Biomedical Sciences

Reports to:	Pro Vice-Chancellor Division of Health
Division:	Division of Health
Tenure:	Continuing
Location:	Hamilton
Date:	December 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:

- Tū 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

2. The Division of Health undertakes research and teaching to achieve better, fairer health outcomes in Aotearoa. Currently, it offers teaching and research in the areas of Biomedical Science, Health Promotion, Healthy Active Living, Human Performance Science, Nursing, and Sport Development and Coaching. In 2025, new graduate-entry programmes in Midwifery and Pharmacy will be offered for the first time. In 2028, the Division of Health will welcome the inaugural cohort of students to the New Zealand Graduate School of Medicine (NZGSM). The Division of Health is committed to addressing health inequities and preventable diseases, with a particular focus on improving Māori and Pacific health outcomes.

3. POSITION PURPOSE

The role of the Head, School of Pharmacy and Biomedical Sciences is to provide strategic and academic leadership as well as general management. This involves planning strategically for the future, providing thought leadership on the national stage, and effectively managing the people, resources, teaching, postgraduate and research programmes, including accreditation and quality assurance.

The Head is responsible for meeting all requirements for reporting to the Pharmacy Council, including fitness to practice of all graduates from the Master of Pharmacy.

The Head is expected to be an effective and supportive member of the Division's Leadership Team, working in close cooperation with the Pro Vice-Chancellor, other Heads of Schools and Heads of Programmes, Associate Deans and managers of central support divisions.

4. ACCOUNTABILITY

The Head, School of Pharmacy and Biomedical Sciences is responsible to the Pro Vice-Chancellor for the Division of Health.

5. KEY RELATIONSHIPS

- Pro Vice-Chancellor of Health
- Other Heads of School/Programmes
- Associate Deans
- Division Director
- Division Managers
- Academic staff members
- Technical staff members
- Students
- Pharmacy Council of New Zealand
- Māori Pharmacists Association – Ngā Kaitiaki o te Puna Rongoā,
- Other Pharmacy professional organisations
- Health New Zealand | Te Whatu Ora Waikato
- Key Pharmacy and primary care stakeholders across the Te Manawa Taki region
- External clients and organisations, contractors and suppliers
- Other external stakeholders

6. KEY TASKS

Having regard to the aims, objectives and long-term strategic goals of the Faculty/School, the Division and the University, the primary objectives required of an Associate Professor include the following:

5.1 Academic Leadership and Administration

- Provide academic and business leadership within Pharmacy and Biomedical Sciences.
- Monitor and report on all the requirements of Pharmacy Council for the accreditation of the Pharmacy programme at the University of Waikato.
- Create an environment that promotes the Pharmacy and Biomedical Sciences programme meeting the needs of, and providing a quality service to staff, students, University management, stakeholders and any external funders of its research.
- Maintain effective communications and relationships with Health New Zealand | Te Whatu Ora Waikato and all healthcare providers of student placements.
- In conjunction with staff, develop and implement an operational plan for the Pharmacy and Biomedical Sciences programme that aligns with the Division and University Plans and the

University Strategy.

- Manage finances and resources, including preparing and monitoring the Pharmacy and Biomedical Sciences budget and planning and managing physical resources.
- Manage staff within Pharmacy and Biomedical Sciences:
 - Implement and maintain Human Resource strategies and policies.
 - Plan for the most suitable workforce and manage appropriate staffing levels.
 - Implement performance management and professional development, including coaching and feedback, so as to develop staff.
- Develop opportunities and initiatives that support the Division's and University's strategy, including contributing to the Divisional Leadership Team and acting as a key advisor to the Pro Vice-Chancellor.

5.2 Research and Scholarship

- Maintain an active research programme. Conduct high quality research and contribute to knowledge development through scholarship and publication. This will include involvement in research projects and attendance and presentation at academic conferences and may include leadership of a research team and/or obtaining internal or external research funding for specific projects.
- Act as a mentor to other staff and assist with the development of a successful and excellent research culture and research-led teaching programmes.
- Develop and maintain a research plan that advances the research capabilities and standing of the Pharmacy and Biomedical Sciences programmes.
- Successful involvement in professional/business/community/iwi activities relevant to the discipline.

5.3 Teaching

- Lead curriculum design and guide high-quality and relevant learning outcomes.
- Manage the promotion, planning and delivery of teaching and research and postgraduate programmes, and monitor the quality of these programmes.
- Develop and maintain networks and relationships within and external to the University that enhance the Division's ability to provide relevant and quality teaching and research programmes related to Pharmacy and Biomedical Sciences
- Prepare and deliver high quality research-informed lectures and/or seminars and, as appropriate, conduct and/or co-ordinate tutorials, practical classes, demonstrations, or workshops.
- Undertake teaching and research at an appropriate level.

5.4 General

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

7. PERFORMANCE STANDARDS

The Head, School of Pharmacy and Biomedical Sciences will be performing satisfactorily when:

- There is visible national leadership of the Pharmacy and Biomedical Sciences programme.
- Both the Pharmacy and Biomedical Sciences programmes are delivering on agreed performance outcomes.
- Teaching and associated duties are fulfilled to a high level of competency at all levels, defined by programme norms and expectations including paper appraisal and teaching evaluation. This includes contributions to pedagogical and educational developments within the subject area.
- Sustained excellence in research-led teaching is demonstrated at all levels so as to provide academic leadership and set appropriate standards of scholarship.
- Student learning, at all levels, is appropriately facilitated in accordance with the Division and University's goals and objectives.
- Regular contributions are made to appropriate professional/business and/or community/iwi groups and/or in a public service or University or national/international representation capacity.
- A significant contribution is made to Division and Programme administration, through participation in the Divisional leadership team.
- There is a clear, active and distinctive research plan for Pharmacy and Biomedical Sciences and for attracting external research income.
- All requirements of accreditation of the programme from the Pharmacy Council of New Zealand are met.
- All requirements to maintain an Annual Practising Certificate are met.
- Safe and healthy work practices are followed. University policies and procedures, relevant work standards and statutory obligations are complied with.
- A commitment to Te Tiriti o Waitangi is demonstrated.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A PhD, or equivalent qualification in Pharmacy, Biomedical Sciences or a relevant field
- A postgraduate teaching qualification or equivalent

Preferred

- Registration as a Pharmacist in Aotearoa New Zealand
- Recent or current clinical practice and the ability to provide clinical teaching in a practice setting

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Proven experience in leading Pharmacy and Biomedical Sciences education teams.
- Ability to provide high levels of academic leadership and management and act as a mentor to other staff.
- Demonstrated sustained excellence in teaching.
- Proven contributions to pedagogical and educational developments in Pharmacy and Biomedical Sciences education more widely.
- Demonstrated commitment to using innovative teaching methods and materials e.g. distance delivery techniques, team teaching, and online delivery. Ability to apply ICT to achieve desired outcomes and to maintain and update those skills.
- Broad and in-depth knowledge of, and an established research record in Pharmacy and Biomedical Sciences.
- Demonstrated ability to make a significant contribution to the Pharmacy and Biomedical Sciences programme administration.
- Proven ability to communicate and work effectively with staff and students.
- Proven ability to manage effective relationships with all stakeholders, including healthcare providers who provide student placements.

PERSONAL QUALITIES

- Self-motivation and a pro-active approach including a demonstrated commitment to innovation.
- Demonstrated capacity to work effectively as a member of a team, and, where relevant, to lead others.
- Proven ability to maintain a professional approach while under pressure.
- Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Commitment to a culture of openness, flexibility, and cooperation to achieve excellence in academic programmes, research and service.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by Te Tiriti o Waitangi.