



**POSITION DESCRIPTION**

<b>TITLE OF POSITION:</b> Lecturer in Psychology	<b>SERVICE AREA:</b> City Campus
<b>REPORTS TO:</b> Head of Department of Social Sciences BA Psychology Programme Leader	<b>DATE:</b> August 2011
<b>TENURE:</b> Permanent	<b>PROPORTION:</b> 1.0 FTE

**PURPOSE:**

To provide the highest standard of teaching that is informed by active engagement in research, to provide the best possible learning environment for students enrolled in psychology papers, and to assist in developing and monitoring the psychology curriculum.

To contribute to current research in the discipline of psychology, through the maintenance of an active research programme resulting in high standard published research outputs.

**CLIENT BENEFIT STATEMENT:**

High quality and effective education to students of psychology will be provided, well informed by current research. Effective performance will encourage students to maximise their potential in their academic achievement and personal development.

**RELATIONSHIPS AND LINKAGES - EXTERNAL:**

- Membership of academic and professional organisations.
- Relevant organisations and potential employers.

**RELATIONSHIPS AND LINKAGES - INTERNAL:**

- Head of School
- Head of Department of Social Sciences
- Programme leaders, programme administrators, departmental manager
- Academic colleagues in the Department, School, Faculty and AUT

**KEY ACCOUNTABILITIES:**

- Contribute to the development and delivery of psychology curriculum
- Undertake an active research programme, and produce high standard published research outputs
- Deliver all aspects of student learning competently and effectively
- Engage in professional development

- Liaise regularly with BA Psychology programme leader
- Perform administrative duties
- Contribute to an effective team in the discipline
- Attend department meetings, boards of studies, examination boards and other meetings as required by head of department or programme leader.
- Contribute to the quality management systems, planning systems and processes of the department.

#### **KEY TASKS AND EXPECTED RESULTS:**

##### **1. Teach students in the subject area by using a range of interactive teaching strategies appropriate to each paper.**

- Select and apply teaching and/or learning strategies consistent with individual student learning needs
- Clearly define and inform students of required learning outcomes
- Engage with students' responses to course materials to provide prompt positive and informed feedback to students
- Monitor student progress and take appropriate action to resolve any learning issues
- Prepare or adapt high quality and relevant learning materials
- Evaluate, assess and report on student progress
- Participate in monitoring and moderation of papers and the programme

##### **2. Undertake appropriate research**

- Contribute to current research in the psychology discipline
- Develop and maintain collaborations with researchers within AUT as well as with national and international institutions
- Contribute to the research and publication output of the psychology group and the Department of Social Sciences

##### **3. Participate in programme and paper development**

- Ensure new and existing papers are designed to reflect current knowledge in the discipline and needs of the profession
- Clearly define and inform students of required learning outcomes

##### **4. Carry out administrative tasks that support teaching**

- Perform administrative responsibilities of coordination of papers
- Contribute to coordination of programmes
- Comply with assessment policies, moderation and monitoring processes

##### **5. Keep professionally up to date through professional development**

- Participate in relevant conferences, seminars and training courses
- Maintain an awareness of current trends in research
- Complete an Individual Development Plan (IDP) setting and reviewing professional development goals annually

##### **6. Contribute to the quality management systems and processes in the Department**

- Participate in student and peer appraisals, and in monitoring and moderation processes
- Use feedback from these processes constructively to improve courses and teaching methods

## **7. Maintain a safe and healthy work environment**

- Understand health & safety responsibility according to health & safety legislation
- Identify and report hazards, consistent with AUT policy and procedures
- Understand emergency and evacuation procedures
- Participate in annual health and safety audit of work

**This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed on and reviewed on a regular basis.**

### **JOB COMPLEXITY:**

The psychology discipline is small and the lecturer will therefore be expected to be flexible and teach across a variety of sub-domains within psychology.

The balance between teaching and research in this position may vary between individuals, and across time. Guidelines for determining teaching workloads are described in the Academic Staff Members' Collective Employment Agreement. The specific workload band that is applied is negotiated individually with staff as part of the staff member's Individual Development Plan [IDP].

### **AUTHORITIES:**

Nil

## **PERSON SPECIFICATION**

### **FORMAL QUALIFICATIONS**

- A completed PhD in Psychology is required.

### **KNOWLEDGE**

- Actively engaged in current research in psychology. Specialisation in the area of social cognition would be an advantage
- Knowledge of what constitutes effective learning and teaching
- Knowledge of the current status of the psychology profession in New Zealand
- Appreciation of AUT policies, especially its commitment to the implications of the Treaty of Waitangi

### **SKILLS**

- Proven record of research publication in psychology
- Proven record of effective teaching at tertiary level
- Excellent written and verbal communication skills
- Effective organisation and coordination skills

### **ATTRIBUTES**

- Motivated to maintain high standards of job performance
- Ability to work effectively individually and as part of a team
- Able to work well under pressure
- Able to relate well to students and to colleagues,
- Able to communicate and sustain a high level of interest in the discipline of psychology