**Role Description**

**Position Title:** Associate Professor/Professor of International Business  
**Position Location:** Victoria Management School

The Associate Professor/Professor must work in the best interests of the University (including its community of students and staff), within relevant legislation and in accordance with the University Charter.

The Associate Professor/Professor must also assist the University to meet its vision, and strive to behave in a manner that reinforces the University’s values.

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**OUR VISION**

We will provide transforming and lifelong educational experiences to students from a wide variety of backgrounds and nationalities. These experiences will be informed by the Treaty of Waitangi and by the special nature of Wellington as the capital city and cultural centre of New Zealand. Our teaching and learning will be innovative, and invigorated by being firmly embedded in a culture of internationally recognised research. We will also be innovative in the way we organise and manage ourselves and in our willingness to consider future opportunities.

We will participate actively in our local community. From our Wellington base we will also create worldwide opportunities for our staff and students. All our staff will be able to demonstrate links into the international network of scholars, scholarship and research, thereby adding breadth, diversity and depth to our perspectives. Internationally we will be well-regarded as a leading Australasian university; and as world leaders in chosen areas of scholarship and enquiry.

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**WE VALUE -**

**our staff and students:**
- by maintaining and protecting the academic freedom of our staff and students
- by recognising that our most valuable assets are the specialist and professional knowledge and skills of our staff and the intellectual achievements of our staff and students
- by fostering a community of learning involving all staff and students
- by providing a supportive environment that will enable staff and students to develop to their full potential
- by acting to ensure that all members of the University community are treated with respect and concern for their rights
- by providing staff and students with the opportunity to be involved in the making of decisions that affect them.

**diversity:**
- by pursuing equity in educational and employment opportunity
- by recognising the Treaty of Waitangi as the basis for relationships with Maori
- by promoting research, teaching and scholarship in Maori language, culture and history
- by supporting our multicultural community.

**innovation:**
- in developing future teaching and learning opportunities
- in the way we organise and manage the university
- by being receptive to new and creative ideas.

**excellence:**
- by promoting the highest quality in teaching, scholarship and research
- by embedding quality in all that we do.

**integrity:**
- by upholding the highest ethical and professional standards
Victoria University of Wellington

Victoria University of Wellington is a state-funded University based in the capital city of New Zealand. It is one of the oldest and most prestigious universities in New Zealand and is renowned for its teaching and research. It has established an international reputation for the high quality of its graduates and research, and has a proud tradition of academic excellence. The University consists of five faculties: Commerce and Administration, Architecture and Design, Humanities and Social Sciences, including the School of Education, Science, and Law and totals 50 departments, schools and research institutes.

There are over 13,000 students from a wide range of cultural backgrounds, and approximately 1,200 permanent staff at Victoria, making it one of the Wellington’s most significant employers.

Victoria University is situated adjacent to the business and government districts of Wellington, the capital city, and close links are maintained between the Faculty and city. Wellington offers a lively cultural and arts scene, great restaurants, and opportunities for a wide range of outdoor activities. Wellington is centrally located in New Zealand and the magnificent scenic and outdoor recreation attractions of the rest of the country are within easy access. The University’s location in New Zealand’s capital city facilitates links with national sector organisations and policy-makers.

The Faculty of Commerce and Administration

The Faculty of Commerce and Administration is made up of five schools. These are the Schools Information Management, Economics and Finance, Accounting and Commercial Law, Marketing and International Business, and the Victoria Management School. The Pro Vice Chancellor and Dean of Commerce and Administration will be Professor Pat Walsh.

The Faculty offers a Bachelor of Commerce and Administration (BCA), Bachelor of Tourism Management (BTM), Honours, Masters and PhD degrees, the MBA, Master of Public Policy (MPP), Master of Public Management (MPM), Master of Applied Finance (MAF), Master of Information Management (MIM), as well as a number of certificate, diploma and executive development courses.

The Faculty has approximately 140 full-time academic staff, approximately 40 full time administrative staff, and approximately 3,000 full-time-equivalent students, representing about 28% of the University’s total student numbers.

The School of Marketing and International Business

The School of Marketing and International Business is a relatively new school within the Faculty, formed in February 2001 with excellent prospects for growth and further development. The Head of School is Professor Peter Thirkell. Jim Wiley is the Professor of Marketing Science, and the School is currently advertising a chair in International Business. The School offers courses at undergraduate, postgraduate, and MBA levels, and a Graduate Diploma in Commerce with specialisations in both Marketing and International Business. Offerings in flexible learning are also being explored.

Library and computing facilities are excellent. Computing resources include the Faculty’s own computing laboratories and full Internet access which is free for postgraduate students. Staff are fully supported with desk-top and network facilities with gateways to the internet etc. Major software packages are available for social/management science research and teaching including SPSS, SAS, etc. The full suite of Microsoft Office products is also fully supported.

Role Purpose and Scope

The role of Associate Professor/Professor is to undertake teaching and research of high quality, to assist in programme development where appropriate, and to contribute to the effective management of the School, including relationships with practitioner communities.
Research

• Provide academic leadership in the School and the International Business Group including mentoring junior staff and assisting them to develop and publish their research.
• Maintain a research record that is of a high international standard.
• Attract and manage research funding from both internal and external sources.
• Contribute to the development and maintenance of a strong research programme in International Business.
• Collaborate with colleagues in the School and other disciplines and encourage interdisciplinary research.

Teaching

• Development of high quality teaching programmes, including the development of a strong graduate programme.
• Academic leadership in teaching including mentoring junior staff and assisting them to develop excellence in teaching.
• Teaching which may include undergraduate, graduate or MBA levels, in addition to executive development education in international business and related areas.
• Attract and supervise Masters and PhD students.

Work with the Head of School and assist in the management of the International Business Group and the wider School including:

• Assisting with probationary reports for staff.
• Performance planning and review.
• Allocation of teaching responsibilities including identifying where there may be need for additional resources.
• Mentoring junior staff and assisting new appointees to become familiar with VUW policies and procedures.
• Being part of appointment committees including interviewing candidates and making recommendations.
• Planning.
• Administration.

Develop and maintain links with the business community, other institutions and practitioners.

Key Relationships

The Associate Professor/Professor reports to the Head of School.

The Associate Professor/Professor will develop and maintain excellent relationships with:

• Head of School
• School Advisory Committee
• Academic colleagues in the School, Faculty, and University
• Pro Vice Chancellor/Dean of Commerce and Administration
• Pro Vice Chancellor, International
• Vice Chancellor and Deputy Vice Chancellor
• Administrative staff
## Key Competencies

These are the abilities and personal characteristics required to achieve the Key Result Areas.

<table>
<thead>
<tr>
<th>CORE COMPETENCIES</th>
<th>Behavioural Indicators</th>
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| **Customer Focus** | • Continuously looks for better ways to meet or exceed customer expectations  
                      • Liases with other areas of work to ensure a seamless customer service  
                      • Seeks feedback on the quality of service to customers and takes action to improve services  
                      • Considers Maori and multicultural issues when delivering and developing customer services |
| **Self Management** | • Sets and meets challenging personal goals and targets  
                         • Takes personal responsibility for making things happen  
                         • Identifies, allocates and manages time and resources required to achieve outcomes |
| **Integrity** | • Sets and maintains high professional standards  
                        • Displays ethical and professional behaviour in all situations  
                        • Displays a positive attitude towards and is receptive to Maori and multicultural issues |
| **Innovation** | • Proactively assesses own work patterns in order to improve efficiency and effectiveness  
                        • Takes the initiative and originates action required to improve the status quo  
                        • Encourages the discussion, free-debate and generation of creative ideas and solutions |
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<tr>
<th>ROLE SPECIFIC COMPETENCIES</th>
<th>Behavioural Indicators</th>
</tr>
</thead>
</table>
| **COMMUNICATION** | Individuals who display this competency effectively communicate with a wide range of people in all situations, both orally and in writing | - Checks for mutual understanding  
- Communicates key points clearly and concisely  
- Reinforces key messages to ensure the correct message is received  
- Demonstrates understanding of cultural differences in regard to communication  
- Effectively facilitates workshops and meetings, to achieve goals and maintain group cohesiveness  
- Presents complex ideas and concepts effectively |
| **ANALYSIS & JUDGEMENT** | Individuals who display this competency are able to identify and analyse issues and problems, consider alternatives, make sound decisions and commit to a course of action | - Looks at problems from different perspectives, including the needs of different cultural groups  
- Weighs all relevant pros and cons, and considers both the long-term and short-term impacts of alternatives  
- Makes timely decisions consistent with the vision and values of VUW, even if they do not personally agree with them  
- Makes the decisions that need to be made, including the “hard” decisions and those that involve risk  
- Takes ownership of decisions and ensures their implementation |
| **TEAMWORK** | Individuals who display this competency show a genuine intention to work cooperatively with others in a team setting in order to achieve results and team goals | - Accepts share of workload, to help others and the team  
- Participates effectively in group discussions and activities and encourages others to do the same  
- Demonstrates behaviour in the team, which recognises and is consistent with VUW’s EEO principles and practices  
- Encourages the positive resolution of conflict within the team |
| **RELATIONSHIP BUILDING** | Individuals who display this competency are concerned with building and maintaining positive working relationships and networks useful to achieving the organisations objectives | - Builds and maintains appropriate productive relationships or networks of contact  
- Builds and sustains appropriate positive and productive working relationships  
- Creates and sustains an appropriate image and profile of the area of work  
- Maintains an extensive network of technical/professional contacts/staff to keep abreast of latest ideas  
- Consults widely to obtain several perspectives  
- Consistently presents well in different social settings, such as to public, media and to staff (public face of the organisation) |
STRATEGIC THINKING
Individuals who display this competency demonstrate an understanding of the big picture and are concerned with forward thinking, seeking and accepting challenges and opportunities. They develop and communicate a clear, inspiring and relevant direction

- Takes an active interest in the tertiary sector, keeping up to date on new developments and initiatives
- Develops, communicates and ‘sells’ a clear, inspiring and relevant vision and/or direction linked to the overall University strategy
- Translates strategic thinking into a strategic plan for the area of work
- Looks ahead and maintains a clear focus on the long term goals of the University and is able to assess the long-term impact of decisions and actions
- Works with others to help them understand the current vision and values and how they relate to their own roles/units

PERSUADING & INFLUENCING
Individuals who display this competency are able to gain the co-operation of others by seeking their view, identifying points of agreement and using them to support arguments and confidently advocating a preferred approach

- Tailors their approach to reflect the audience and their needs, as well as the situation
- Questions to identify and clarify the other parties issues and concerns and understands their point-of-view
- Perseveres to resolve differences, either directly or with neutral help
- Asks for and gains commitment to outcomes

Education, Experience and Knowledge required

Relevant Tertiary Qualification: PhD

In general, it is expected that academic staff within the School will have academic standing appropriate to their level of appointment. This is established by a proven track record of research, publication and teaching and other relevant experience.

All appointees will need to have the capacity to extend the School’s interface with relevant professional and practitioner communities. All staff enjoy a contractual entitlement to engage in consulting and other professional activities

The following personal competencies are essential:

- Academic credibility.
- Ability to use appropriate analytical techniques.

The following personal competencies are required:

- Commitment to and enthusiasm for teaching and research.
- Support for and the ability to participate in collaborative interdisciplinary research and teaching.
- Ability and willingness to foster a research culture in international business and to mentor junior staff.
- Ability to build relationships with relevant professional, practitioner and other communities.
- Ability to disseminate scholarly research and provide practical applications of scholarly research to problems facing professional and practitioner communities.
- Commitment to collegial decision-making.
- Excellent interpersonal skills and the ability to work with a diverse range of people in a multicultural environment.
- Innovative and flexible.
- Ability to establish own work priorities within the context of the School’s objectives and goals.
Relocation Information

The University provides appointees and their families with economy airfares from their hometown to Wellington. The costs of other than required stopovers are the appointee’s responsibility. The University does not guarantee payment of full costs for removals and temporary accommodation. However, to assist with the cost of removals, temporary accommodation and setting up a home in Wellington the University provides new appointees with an establishment grant upon arrival (the amount is dependent on where the appointee comes from and whether they are single, have a partner and/or dependant children).

Performance Criteria

An individual Development Plan will be developed that reflects the contribution this position is expected to make towards achieving the School’s objectives and measures. The Development Plan will contain objectives that are consistent with the Key Result Areas in this Role Description.

Further Information

Further information about this position may be obtained from Professor Peter Thirkell, Head of School, School of Marketing and International Business (tel. +64 4 463-5086, fax +64 4 463-5231, e-mail: peter.thirkell@vuw.ac.nz)

Further information about the School of Marketing and International Business (including information about courses and staff) is available on the Web via: http://www.smib.fca.vuw.ac.nz
Information about immigration procedures can be found at: http://www.immigration.govt.nz
EMPLOYMENT CONDITIONS SCHEDULE

POSITION TITLE:  Professor/Associate Professor of International Business

In the event that you are successful in your application for the position, for the first 30 days of your employment you will be covered by an Individual Employment Agreement, the terms of which are contained in the Academic Staff Collective Agreement (CA). After the 30-day period, if you choose not to join a union that is a party to the CA, your terms and conditions of employment will be contained in the General Terms and Conditions for Academic Staff (GTC). The GTC is an Individual Employment Agreement. It is consistent with the terms and conditions in the CA, except that it has no reference to any union.

The table below describes the core employment conditions that are attached to the position you are applying for.

<table>
<thead>
<tr>
<th>Core Employment Conditions</th>
<th>Collective Agreement (CA) and General Terms and Conditions (GTC)</th>
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<tbody>
<tr>
<td>Tenure</td>
<td>Permanent</td>
</tr>
<tr>
<td>Salary range for the position</td>
<td>Associate Professor</td>
</tr>
<tr>
<td></td>
<td>NZ$83,534 – NZ$90,403</td>
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<tr>
<td></td>
<td>Professor</td>
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<tr>
<td></td>
<td>NZ$94,982 – NZ$117,917</td>
</tr>
<tr>
<td>Allowances</td>
<td>As per the CA and GTC</td>
</tr>
<tr>
<td>Benefits</td>
<td>N/A</td>
</tr>
<tr>
<td>Performance pay</td>
<td>N/A</td>
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<tr>
<td>Standard leave and holiday provisions</td>
<td>17 working days annual leave per annum in addition to University holidays</td>
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</tbody>
</table>

Closing Date:  30th June 2002
Send you application to:  Human Resources, Faculty of Commerce and Administration, Victoria University of Wellington, P O Box 600, Wellington, New Zealand (email: fca-appoint@vuw.ac.nz) or apply online at www.nzjobs.co.nz/vuw.