Role Description

Position Title: Senior Lecturer in International Business
Position Location: School of Marketing and International Business

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

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.

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
• by behaving in an open, honest and consistent way.

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
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 14,000 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 overlooking 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 Faculty of Commerce and Administration

The Faculty of Commerce and Administration is made up of five schools. These are the Schools of Accounting and Commercial Law, Economics and Finance, Information Management, Management, and Marketing and International Business. The Pro Vice Chancellor is 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), as well as a number of certificate, diploma and executive development courses through the Graduate School.

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 Senior Lecturer 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.

### Key Result Areas
**Actual Responsibilities will reflect the level of appointment**

**Research**
- Develop and build a research record that is of a high international standard.
- Collaborate with colleagues to encourage interdisciplinary research.

**Teaching**
- Contribute to the development of high quality teaching programmes in international business, including a strong graduate programme.
- Teach on the School’s programmes. The School teaches on undergraduate, postgraduate, post-experience diploma, MBA, and executive development programmes.

**External relationships**
- Appointees will need to have the capacity to extend the School’s interface with relevant professional and practitioner communities, and an empathy for the development of International Business as an integral part of the School’s development and growth.
- All staff enjoy a contractual entitlement to engage in consulting and other professional activities.

**Administration**
- Contribute to administrative duties, the development of the IB programme and participate in School and University committees where appropriate.

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**Key Relationships**

The Senior Lecturer reports to the Head of School.

The Senior Lecturer will develop and maintain excellent relationships with:
- Head of School
- Professors in the School of Marketing and International Business
- Pro Vice-Chancellors (Commerce and Administration, and International)
- The International Centre
- School Management Committee
- Academic colleagues in the School, Faculty, and University
- Administrative staff
- Organisations outside the University.
# Key Competencies

An appointee at Senior Lecturer level will have:

- a demonstrated capability in teaching and research in one or more areas of International Business studies;
- a strong teaching and research record;
- the ability to attract and supervise Masters and PhD students; and
- the ability to lead collaborative research.

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

## CORE COMPETENCIES

### Customer Focus

Individuals who display this competency understand and believe in the importance of customer service. They listen to and understand the needs of internal and external customers. They meet and exceed customer needs to ensure satisfaction.

<table>
<thead>
<tr>
<th>Behavioural Indicator</th>
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<tbody>
<tr>
<td>Continuously looks for better ways to meet or exceed customer expectations</td>
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<tr>
<td>Liases with other areas of work to ensure a seamless customer service</td>
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<tr>
<td>Seeks feedback on the quality of service to customers and takes action to improve services</td>
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<tr>
<td>Considers Maori and multicultural issues when delivering and developing customer services</td>
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### Self Management

Individuals who display this competency effectively plan and organise their work to achieve desired outcomes. They are proactive, remain focused, take action to overcome obstacles and follow through to completion.

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<tr>
<th>Behavioural Indicator</th>
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<tbody>
<tr>
<td>Sets and meets challenging personal goals and targets</td>
<td></td>
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<tr>
<td>Takes personal responsibility for making things happen</td>
<td></td>
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<tr>
<td>Identifies, allocates and manages time and resources required to achieve outcomes</td>
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### Integrity

Individuals who display this competency are open, honest and consistent in behaviour and can be relied upon. They generate confidence in others through their professional and ethical behaviour.

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<tr>
<td>Sets and maintains high professional standards</td>
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<tr>
<td>Displays ethical and professional behaviour in all situations</td>
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<tr>
<td>Displays a positive attitude towards and is receptive to Maori and multicultural issues</td>
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</table>
| **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 |

<table>
<thead>
<tr>
<th><strong>ROLE SPECIFIC COMPETENCIES</strong></th>
<th><strong>Behavioural Indicator</strong></th>
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| **COMMUNICATION** | • Demonstrates effective listening skills  
• Adjusts communication style to suit the needs of the audience  
• Reinforces key messages to ensure the correct message is received  
• Actively seeks feedback on communication style(s)  
• Demonstrates understanding of cultural differences in regard to communication  
• Presents complex ideas and concepts effectively |

| **ANALYSIS & JUDGEMENT** | • Looks at problems from different perspectives, including the needs of different cultural groups  
• Breaks problems down into logical stages  
• Weighs all relevant pros and cons, and considers both the long-term and short-term impacts of alternatives  
• Applies learned concepts or theories appropriately to issues or problems  
• Makes and supports recommendations or decisions with soundly reasoned arguments  
• Takes ownership of decisions and ensures their implementation |

| **TEAMWORK** | • Accepts share of workload, to help others and the team  
• Participates effectively in group discussions and activities and encourages others to do the same  
• Shares ideas/information, resources, and experience with team members  
• Advocates and compromises where necessary, to arrive at a mutually acceptable solution |

| **RELATIONSHIP BUILDING** | • Builds and maintains appropriate productive relationships or networks of contact  
• Demonstrates an acceptance of and sensitivity towards different people and cultures  
• Consistently presents well in different social settings, such as to public, media and to staff (public face of the organisation) |
Personal Competencies

The following personal competencies are essential:

• Academic credibility.
• Ability to use appropriate analytical techniques for research relevant to the discipline.

The following personal competencies are desirable:

• Commitment to and enthusiasm for teaching and research.
• Support for and the ability to participate in collaborative interdisciplinary research and teaching.
• 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 context of School’s objectives and goals.

Education, Experience and Knowledge required

Qualifications

The successful applicant will hold a PhD in International Business or a related field.

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, 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.

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 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: Senior Lecturer in 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.

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<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><strong>Tenure</strong></td>
<td>Permanent</td>
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<tr>
<td><strong>Salary range for the position</strong></td>
<td>Senior Lecturer –NZ$ 64,074 –$ 80,672</td>
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<tr>
<td><strong>Allowances</strong></td>
<td>As per the CA and GTC</td>
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<tr>
<td><strong>Benefits</strong></td>
<td>N/A</td>
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<tr>
<td><strong>Performance pay</strong></td>
<td>N/A</td>
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<tr>
<td><strong>Standard leave and holiday provisions</strong></td>
<td>17 working days annual leave per annum in addition to University holidays</td>
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Closing Date: 30th June 2003

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](http://www.nzjobs.co.nz/vuw).