Position Description

THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
N E W   Z E A L A N D

Position title	Aotearoa Post-Doctoral Research Fellow
Department/School	Centre for Brain Research (CBR), School of Medical Sciences
Faculty/Division	Faculty of Medical & Health Sciences
Reports to (Title)	Director of CBR through nominated Research Supervisor
Direct Reports	Nil
Functional Relationships with	CBR Staff, Research team and other staff in home department, school and faculty

MAIN PURPOSE OF JOB

- To provide research leadership and perform research at an international level on defined projects and contribute to the intellectual environment of the research group and the CBR.
- Teaching, supervision and contribution to the community activities of the CBR.
- There is an expectation that the Post-Doctoral Fellow will develop research leadership skills and work towards research independence during the tenure of the fellowship. This may be through supervision of students and preparation and submission of research grant applications.

KEY ACCOUNTABILITIES	RESULTS/STANDARDS EXPECTED
Research	- Contribute to research leadership and scientific environment through active discussion, participation and contribution of ideas and latest research in the field. Latest reported research findings are incorporated into design of experiments - Undertake experiments as agreed with supervisor(s) according to standard protocols and procedures, and in keeping with ethical and biosafety requirements - Contributes to administrative duties associated with conduct of research including ethics and grant applications. - Establish experimental design and planning of experiments with supervisor and conduct experiments with minimum supervision. Able to conduct experimentation in an independent manner to the highest standards - Contribute to the interpretation and data analysis of experimental results - Maintain accurate and neat records of experimentation and experimental data able to be adapted to standards suitable for publication - Manuscripts produced at a high international standard acceptable for publication and in a timely way - Contribute to general lab duties to ensure smooth running of the lab - Present results and discussion of work at scheduled laboratory meetings, make meaningful contribution to meetings

	• Consult with and report regularly to supervisor(s) and produce appropriate reports of progress in research
Supervision and Teaching	• Induct new members of staff and students into the laboratory as appropriate • Train new staff/students with procedures and protocols required for research, as appropriate • Undertake postgraduate student supervision as agreed • Provide limited contribution to undergraduate and graduate teaching as appropriate and agreed
Community Engagement	• Contribute to CBR community outreach activities and interaction with clinical and non-clinical staff in the CBR
Any other relevant duties as specified by supervisor or CBR Director.	

KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES

Qualifications	**Essential:** • PhD or other postgraduate research degree in neuroscience or other specialty
Experience	**Essential:** • Research experience relevant to position and evidence of quality publication record **Preferred:** • Up to 6 years post-doctoral research experience
Technical Skills and Knowledge	**Essential:** • Outstanding communication & written skills • Ability to interpret experimental data & incorporate latest findings to drive research forward
Leadership Capabilities	Essential *Refer to the Leadership Framework Table One or Table Two (at the back of this document) depending on the role.*

The five leadership dimensions and associated capabilities (5D Leadership) reflect and encourage a culture of distributed leadership for all staff. The Leadership Framework is an important part of how we attract, select, develop and enable staff achievement.

DELEGATED AUTHORITY

Human Resources

No formal responsibility for staff.

HEALTH AND SAFETY

All staff have a responsibility for their own health and safety, and that of others who may be affected by their work and their acts or omissions.

Staff will:

• Ask for assistance if they are unsure what to do

• Make themselves aware of and follow the contents of the University's Health and Safety Policy, standards and guidelines

• Undertake all health and safety training and induction, as required

- Report any unsafe or unhealthy working conditions or any faults in equipment to the Academic Heads or Directors of Service (or their delegated nominee)
- Ensure that all appropriate personal protective equipment is worn or used as required
- Familiarise themselves with and adhere to local emergency procedures and how to provide appropriate assistance to others

SUSTAINABILITY AND ENVIRONMENT

Staff must accept responsibility for, and contribute towards implementing the University's commitment to sustainability as defined in our Sustainability Policy and the on-going improvement of our environmental performance, as identified in our policy and Strategic Plan 2013 – 2020.

This includes**:**

- Undertaking professional activities in ways that serve to reduce the consumption of energy, water and material resources, and to minimise our wastes and emissions
- Considering and applying the Principles in the University's Sustainability Policy within the context of this position description and encouraging others to do the same
- Building on existing activities and applying a continuous improvement approach to identify, initiate and participate in new ones

FINANCIAL RESPONSIBILITY

Budget Expenditure
- No authority to commit to expenditure.

Purchase Orders
- No authority to approve or issue purchase orders.

Purchase Card (P-Card)
- No authority to use a Purchase Card (P-Card)

Correspondence
- No authority to sign external correspondence

TABLE ONE: 5D LEADERSHIP CAPABILITIES
These capabilities are for Professional Staff (except Senior Leaders) and
Academic Staff: Lecturer, Research Fellow, Senior Research Fellow, Professional Teaching Fellow and Senior Tutor

Dimension	Capabilities
Exhibiting Personal Leadership Rangatiratanga Role modelling leadership behaviours to engage others and support the University's values and aspirations.	**Personal Attributes:** Displays integrity, professionalism, adaptability and courage, accurately perceiving and interpreting own and others' emotions and behaviours in the context of the situation to effectively manage own responses, reactions and relationships.
	Interpersonal Effectiveness: Communicates with clarity, using constructive interpersonal behaviours and interactions to influence others, resolves conflict and inspires cooperation and achievement.
Setting Direction Mana Tohu Establishing and committing to plans and activities that will deliver the University's strategy.	**University Awareness:** Displays an understanding of the international and commercial context in which the University operates and how the University works to successfully achieve results.
	Planning & Organising: Establishes courses of action for self/and others to ensure that work is completed efficiently, while building/contributing to a successful work/project/research team.
	Stakeholder Service: Ensures that the service provided to stakeholders is a driving force behind decisions and activities; crafts and/or implements service practices that meet the needs of stakeholders (including students and staff) and the University, including a safe and healthy environment.
Innovating and Engaging Whakamatāra Identifying, creating and responding to relationships and opportunities to improve and progress the University.	**Relationship Building:** Establishes and maintains effective working relationships with stakeholders inside and outside the University, using an appropriate interpersonal style to advance the University's objectives.
	Facilitating Change & Innovation: Facilitates and supports University changes needed to adapt to changing external/market demands, technology, and internal initiatives; initiates new approaches to improve results by transforming University/community culture, systems, or programmes/services.
Enabling People Hāpai Developing self, others and teams so they can realise the University's strategy and values.	**Scholarship / Professional Development:** Engages in discovering, integrating, applying and disseminating the knowledge and professional skills necessary to be successful in current and future roles; promotes collegiality and actively pursues development experiences to improve personal impact and that of the University.
	Valuing Equity: Works effectively to support the University's commitment to Māori, Te Tiriti o Waitangi and equity, and values the capabilities and insights of individuals (both inside & outside the organisation) with diverse backgrounds, styles, abilities, and motivation.
	Coaching and Developing Others: Provides feedback, instruction, and development guidance to help others (individuals and teams) excel in their current or future responsibilities; plans and supports the development of individual/team skills and abilities.
	OR
	Leading Teams: Uses appropriate methods and interpersonal styles to develop, coach, motivate, and guide the work/project/research team to attain successful outcomes and objectives.
Achieving Results Whai hua Accepting accountability for making decisions and taking action to deliver the University's strategy and deliver excellent results.	**Decision Making:** Identifies and understands issues, problems, and opportunities; compares data from different sources to draw conclusions and uses effective approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints, and probable consequences.
	Delivering Results: Sets high objectives for personal/group accomplishment; uses measurement methods to monitor progress toward goals; tenaciously works to meet or exceed goals managing resources responsibly; seeks continuous improvements.

TABLE TWO: 5D LEADERSHIP CAPABILITIES
These capabilities are for Professional Staff Senior Leaders and
Academic Staff: Associate Professor, Professor and Academic Heads

Dimension	Capabilities
Exhibiting Personal Leadership Rangatiratanga Role modelling leadership behaviours to engage others and support the University's values and aspirations.	**Personal Attributes:** Displays integrity, professionalism, adaptability and courage, accurately perceiving and interpreting own and others' emotions and behaviours in the context of the situation to effectively manage own responses, reactions and relationships. **Interpersonal Effectiveness:** Communicates with clarity, using constructive interpersonal behaviours and interactions to influence others, resolves conflict and inspires cooperation and achievement.
Setting Direction Mana Tohu Establishing and committing to plans and activities that will deliver the University's strategy.	**Global & Commercial Acumen:** Demonstrates an understanding of the competitive global environment and key market drivers, as well as an awareness of economic, social and political trends that impact the University's strategy, and uses this understanding to create and seize opportunities, expand into new markets and deliver programmes, teaching and learning, research and service. **Establishing Strategic Direction:** Establishes and commits to a strategic direction for the Faculty/Service and University based on an analysis of information, internal/external drivers, consideration of resources, and organisational values to clearly communicate a compelling view of the future. **Stakeholder Service:** Ensures that the service provided to stakeholders is a driving force behind decisions and activities; crafts and/or implements service practices that meet the needs of stakeholders (including students and staff) and the University, including a safe and healthy environment.
Innovating and Engaging Whakamatāra Identifying, creating and responding to relationships and opportunities to improve and progress the University.	**Building Strategic Partnerships**: Identifies opportunities and takes action to build strategic relationships with stakeholders inside and outside the University to help achieve strategic aspirations and objectives. **Facilitating Change & Innovation:** Facilitates and supports University changes needed to adapt to changing external/market demands, technology, and internal initiatives; initiates new approaches to improve results by transforming University/community culture, systems, or programmes/services.
Enabling People Hāpai Developing self, others and teams so they can realise the University's strategy and values.	**Scholarship / Professional Development:** Engages in discovering, integrating, applying and disseminating the knowledge and professional skills necessary to be successful in current and future roles; promotes collegiality and actively pursues development experiences to improve personal impact and that of the University. **Championing Equity:** Leads strategic decision making and implementation for Te Tiriti o Waitangi and equity objectives, and values the capabilities and insights of those with diverse backgrounds, styles, abilities, and motivation. **Building Talent and Engagement:** Establishes systems and processes to attract, select, develop, engage, and retain talented individuals; creates a work environment where people can realise their full potential, thus allowing the University to meet current and future challenges; coaches and develops others to excel in their current or future position; drives a culture of collaboration and engagement.
Achieving Results Whai hua Accepting accountability for making decisions and taking action to deliver the University's strategy and deliver excellent results.	**Decision Making:** Identifies and understands issues, problems, and opportunities; compares data from different sources to draw conclusions and uses effective approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints, and probable consequences. **Implementing Strategy:** Translates strategic priorities into operational reality and drives high standards for own and others' accomplishment; creates alignment to ensure activities produce measurable and sustainable results; tenaciously works to meet or exceed challenging objectives; maintains fiscal responsibilities and seeks continuous improvement for all levels.