



## JOB DESCRIPTION

Title	Dean of School of Business and Management
Incumbent Name	
Institute/Department	School of Business and Management
Band	5
Category	Academic Management
Reports to	Vice Chancellor
Location/Campus	Kukum Campus
Direct reports	Heads of Departments

### Summary of Duties

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Reporting to the Vice Chancellor, this position is the management tier of the University. As such, the position is a highly responsible position, responsible for the integrity of the academic services for the School of Business and Management. Specific requirements are as follows:

#### Roles and responsibilities of a Dean:

- Provide academic and professional leadership to the School.
- Ensure that the programmes offered by the School are of high quality and always meet the standards of professional institutions and accreditation bodies.
- Develop and maintain links with relevant accreditation authorities within and outside Solomon Islands.
- Ensure that the programmes within the School are relevant to the industry, and meet the relevant human resource needs of the country.
- Ensure that all programmes within the School are regularly revised and externally reviewed within the provisions of the regulations of the University.
- Ensure that a vibrant research, publishing and consultancy culture is developed in the School, and mentor staff in research, publishing and consultancy.
- Direct and coordinate the activities of the heads of academic sections that fall within the School.
- Lead and be responsible for the preparation and approval of the School's annual budgets within the management and academic policies of the institute.
- Ensure that all sections and staff of the School operate within the policy framework of the University.
- Advise the Vice Chancellor and the University Senate on academic, administrative and financial issues relating to the School and/or affecting the School and the University.
- Undertake any related responsibility assigned by the Vice Chancellor to further the work and welfare of the School and the University.

#### Skills and attributes necessary in a Dean include:

- Demonstrated academic leadership.
- Exceptional communication and interpersonal skills.
- A commitment to high performance, meeting targets, and the effective management of the School.
- Sound knowledge of the tertiary educational sector and the ability to raise the profile of the School within the tertiary education sector.
- Strong advocate of the School and its constituents.

- A solid record of performance in teaching, research and publication.
- Outstanding record of research leadership.
- Excellent strategic vision and ability to manage operations of the School with a focus on its immediate, medium term and long term development.
- Demonstrated management experience at a comparable level in higher education institutions.
- Ability and commitment to working with a new team to build a new university.

**Minimum Qualifications Requirements:**

The Dean must be an academic leader with a commensurate record in research/publication, teaching, and management. He/she must be able to demonstrate within a higher education environment effective personnel, entrepreneurial, management and financial skills; excellent interpersonal and negotiation skills, and understanding ability to implement equal opportunity principles.

The successful candidates should have a Doctoral Degree (PhD) or equivalent in an area relevant to the School, and more than 10 years of academic teaching and research/publishing experience, or equivalent combination of education and commercial experience of at least 10 years. In exceptional cases, the University shall consider applicants with lower academic qualifications but with excellent hands-on commercial/research experience in any of the areas which fall under the ambit of the School.

**Terms and Conditions**

The position of Dean is for three (3) years under an employment contract. The contract is renewable subject to good performance.



**Terms and Conditions for Band 5 of the University Salary Structure**

<b>Employment Type:</b>	<b>Three (3) years Fixed Term</b>
<b>Salary Range</b>	SBD\$164,000 - SBD\$236,000 (note this may be reviewed and revised)
<b>Gratuity:</b>	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
<b>Housing:</b>	Housing is provided either on University housing on campus or rental in the open market
<b>Annual Leave:</b>	30 Calendar Days per annum.
<b>Leave Passage:</b>	Entitled to annual return Air-fares for employee and legal dependants to nearest port-of call of employee's home village or home country with travel assistance as approved by the University.
<b>Other benefits:</b>	Other conditions and benefits according to SINU Staff terms and conditions of Employment and as specified in the contract of employment.

***Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position***