



## Job Description

Title	Dean of Faculty of Education and Humanities
Institute/Department	Faculty of Education and Humanities
Band	5
Category	Academic Management
Reports to	Vice Chancellor
Location/Campus	Panatina Campus
Direct reports	Heads of Schools

### Summary of Duties

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Reporting to the Vice Chancellor, this position is in 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 Faculty of Education and Humanities. Specific requirements are as follows:

#### Roles and responsibilities of a Dean:

- Provide academic and professional leadership to the Faculty.
- Ensure that the programmes offered by the Faculty 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 Faculty are relevant to the industry, and meet the relevant human resource needs of the country.
- Ensure that all programmes within the Faculty 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 Faculty, and mentor staff in research, publishing and consultancy.
- Direct and coordinate the activities of the heads of academic sections that fall within the Faculty.
- Lead and be responsible for the preparation and approval of the Faculty's annual budgets.
- Ensure that all sections and staff of the Faculty 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 Faculty and/or affecting the Faculty and the University.
- Undertake any related responsibility assigned by the Vice Chancellor to further the work and welfare of the Faculty 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 Faculty.

- Sound knowledge of the tertiary educational sector and the ability to raise the profile of the Faculty within the tertiary education sector.
- Strong advocate of the Faculty 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 Faculty 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. The salary package comprises cash payments and allowances of upto SBD400,000, and a Housing support of upto SBD120,000 per annum. A superannuation of 7.5% of basic salary is also paid into the national superannuation fund.

### **About the Faculty of Education and Humanities**

The Faculty of Education and Humanities occupies about 90% of a large campus located at Panatina, about a 10 minute drive from the country's international airport in Honiara. The campus has a 400-bed hostel facility. The Faculty comprises the School of Education (which houses 4 departments - Department of Early Childhood Education, Department of Primary Education, Department of Secondary Education, and Department of TVET Education), and the School of Humanities (which comprises departments of Language and Communication, History, Geography, Social Sciences, Media & Journalism, Sports & Creative Arts, and Library & Information systems).

Currently the Faculty accounts for approximately 50% of all students of the University. It offers 10 qualifications (a Graduate Diploma, a Bachelor of Teaching (Secondary), a Bachelor of Teaching (Primary), a Diploma of Teaching (Secondary), a Diploma of Teaching (Primary), a Diploma of Teaching (ECE), A Diploma of Youth and Development, a Certificate in Education (Adult Learners), a Certificate in Journalism and Media, and a Certificate in Library and Information Systems). It is now preparing for programmes in Counselling, Masters in Education, and PhD in Education.