



Solomon Islands National University

Job Description

Title	Senior Lecturer Accounting
Incumbent Name	
School/Department	School of Business and Management
Grade/Band	Band 4
Category	Academic
Reporting position	Dean of School of Business and Management
Direct reports	

Summary of Duties

Master own subject area, Coordinates Course Review and Development, Plans & delivers learning experiences to meet course objectives, Develops instructional materials, Involved in Student Consultations, Manages and Maintains students records, Liaises with Authorities and Industry, Carries out research and is involved in Distance Education. Responsible for heading a department or coordinating courses

Main Duties and Responsibilities

Key tasks	<p>Teaching and learning</p> <ul style="list-style-type: none"> • To deliver learning instructions, prepare Lesson plans, • To manage all enrolled class lists across department or program • To have an expert knowledge of entire syllabus' curriculum. • To coordinate the review of course content and materials on a regular basis, updating when required. • To develop and apply innovative and appropriate teaching techniques and materials that creates interest, understanding and enthusiasm amongst students. To transfer knowledge including practical skills, methods and techniques. • To ensure that course design and delivery comply with the quality standards and regulations of the University • To supervise student projects, field trips and, where appropriate, placements. • To participate in the school Distance Education and Outreach Programs. • To write, prepare and mark assignments and examinations and provide feedback to students. • To ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs. <p>Research</p>
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	<ul style="list-style-type: none"> • To determine relevant research objectives and prepare research proposals. • To manage aided Projects • To identify sources of funding and carry out research relevant to the basic purposes of the University. • To write or contribute to publications or disseminate research findings • Carry out consultancy work for school, national level and regional level • To seek practical application of research findings. • To make presentations or exhibitions at national and international conferences and other similar events. • To maintain current industrial information practices. <p>People management and teamwork</p> <ul style="list-style-type: none"> • To develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration. • Regular contact and liaison with students to teach and provide support. • To provide academic leadership to those working within programme areas, as senior lecturer or equivalent, • To manage the work of others to ensure that courses are delivered effectively, and/or organize the work of a team by agreeing objectives and undertaking yearly performance management reviews with all direct reports • To act as a personal mentor to peers and colleagues. • To lead teams within specific areas of responsibility. • To ensure that teams within the department work together effectively. • To act to resolve conflicts within and between teams. <p>Student & staff counseling</p> <ul style="list-style-type: none"> • To be responsible for dealing with referred issues for students within own educational programs. • To act as personal tutor, giving first line support. • To provide first line support for colleagues, referring them to sources of further help if required. • To monitor course and student performance by requesting feedback and providing advice • To maintain Health and Safety in programs and College as a whole <p>Technical</p>
Dimensions	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • To resolve problems affecting the delivery of courses in accordance with University regulations. • To make decisions regarding the operational aspects of own courses • To contribute to decisions that have an impact on other related courses. • To provide advice on strategic issues such as the balance of student recruitment, staff appointments and student and other performance matters.

	<ul style="list-style-type: none"> • To identify opportunities for the strategic development of new courses or appropriate areas of activity, and contribute to the development of such ideas <p>Resource management</p> <ul style="list-style-type: none"> • To contribute to the overall management of the department in areas such as budget management and business planning. • To manage the workload of reporting staff and conduct regular performance reviews. • To be involved in departmental level strategic planning and contribute to wider strategic planning processes in the University. • To contribute to the management of quality, audit and other external assessments. <p>Working Environment</p> <ul style="list-style-type: none"> • To balance the competing pressures of teaching, scholarship, research, knowledge transfer, administrative demands and deadlines. • To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received). • To engage in continuous professional development. • To understand and apply the principles of equality of opportunity in an academic context.
Measures of Effectiveness	<ul style="list-style-type: none"> • Class quiz, practical exercises, exams and course results. • Teaching notes, aids, and equipment designed and developed. • Examination papers produced. • Course Outline completed/reviewed • Research reports and publications produced. • Course Units or Modules for distance education taught, supervised and reviewed • Course Results, Students Attendance, Morale and feedback • Valid and reliable discussions and decisions in meetings and consultations. • Training facilities and resources improvements • New materials, tools, machines and ideas for training purposes. • Exams results, evaluation reports from students, Feedback from industry.
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment
Decision Making Authority	<ul style="list-style-type: none"> • Resolution of student/staff complaints • Provision of advice to staff • Allocation of workload for area

	<ul style="list-style-type: none"> Development and management of budget for yearly training delivery requirements
Qualifications required	<p>Relevant PhD qualification or equivalent, OR a relevant high quality Master's degree with at least 2 peer reviewed/Ranked journal publications or equivalent, OR a relevant high quality Post Graduate Diploma with at least 4 years relevant, post-PGD work experience with at least 4 peer reviewed/Ranked journal publications or equivalent, OR a relevant high quality Bachelor degree with at least 6 yrs. post-degree relevant work experience. with at least 6 peer reviewed/Ranked journal publications or equivalent, Demonstrated curriculum development experience, and research/publication, and/or consultancy experience, in the relevant field is essential</p> <p>A Senior Lecturer shall have a demonstrated ability to make a significant contribution to the discipline through research and/or scholarship. In research and/or scholarship and/or teaching they shall demonstrate the ability to make original contributions which expand knowledge or practice in their disciplines</p>
Experience	<p>Essential to the position:</p> <ul style="list-style-type: none"> More than 8 years in teaching experience. Published research papers in national and regional journals Wide breadth and depth of specialist knowledge in own area of expertise Understanding of different teaching and learning methods Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets) Experience of conducting quality research in a particular specialism and publishing in recognized international journals Experience of developing and implementing research objectives, projects and proposals Experience of collaboration with University and industry colleagues when developing new curricula Experience in consultancy work with national, regional and international organizations
Most frequent Contacts	<p>Dean of School Staff of School of Business and Management University Students Industry Ministry of Education Counterparts</p>

Document History

Approval Date/ Date of Classification	
Review Date	
Revision History	

Signatures

Dean	
Employee	
HRM	



Terms and Conditions for Band 4 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$100,000 – SBD\$170,000 per annum gross before tax, commensurate with the University's Qualification Requirements and Relevant experience.
Gratuity:	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
Housing:	Following confirmation of employment after six months of employment, the University may rent a house at rental value to be determined by University and/or according to the University's Housing Policy. University housing through application and on availability of houses.
Annual Leave:	30 Calendar Days per annum.
Leave Passage:	Entitled to annual return Air-fares for employee and legal dependants to nearest port-of call of employee's home village with travel assistance of \$2000.
Other benefits:	Other conditions and benefits according to SINU Staff terms and conditions of Employment

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