



Solomon Islands National University Job Description	
Title	Lecturer Construction Management
Incumbent Name:	
School/Department:	Institute of Techology
Band/Grade:	Band 3
Category:	Academic
Reporting position:	Head of Department/Dean of School
Direct reports:	None

Summary of Duties
<p>Master the subject area, involves in Course Design, Development and Review, Plans & delivers learning experiences to meet course objectives, Develops instructional materials, Involved in Student Consultations, Assesses and Maintains students records, Supervises student placements, Carries out research and is involved in Distance Education.</p>

Main Duties and Responsibilities	
Key tasks	<p>Teaching and learning</p> <ul style="list-style-type: none"> • To deliver learning instructions, prepare lesson plans in area of expertise. • To have expert knowledge of entire syllabus' curriculum. • To assist in the review of course content and materials on a regular basis, updating and refining it in order to ensure that it is applicable to Solomon Islands context. • 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 students. • 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 and Flexible Learning (DFL) education and outreach programs. • To write, prepare and mark assignments and examinations and provide feedback to students in a timely manner. • 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. • To monitor and maintain print stock level and current master copies for printing. • To have expert knowledge in related softwares. • To ensure equipment and software important in the teaching of the course are kept up to date.

	<ul style="list-style-type: none"> • Must have advanced and current knowledge in Construction and Project Management. <p>Research</p> <ul style="list-style-type: none"> • To determine relevant research objectives and prepare research proposals in area of expertise. • To assist in the implementation of funded projects for the school. • 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. • To make presentations or exhibitions at national and international conferences and other similar events. • To maintain current professional knowledge. • Be competent with statistical software and other analytical tools in area of expertise. • To supervise students research projects in area of expertise; provide feedback to students and support in statistical analysis. <p>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 coordinate the work of others to ensure that courses are delivered effectively, and/or organize the work of a team by agreeing objectives and work plans. • To act as a personal mentor to students. • To participate teams within specific areas of responsibility. <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 students, referring them to sources of further help if required. • To monitor student performance by requesting feedback and providing advice. • To maintain the health and safety in programs and the University as a whole.
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 contribute to decisions, which have an impact on other related courses. • To provide advice on operational issues such as the balance of student recruitment, staff appointments and student and other performance matters. • 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.

	<ul style="list-style-type: none"> • To participate in departmental level strategic planning. • To contribute to the management of quality, audit and other external assessments. <p>Working Environment</p> <ul style="list-style-type: none"> • 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. • Training facilities and resources improvements. • New materials, tools, machines and ideas for training purposes. • Exams results, evaluation reports from students. <p>Decision Making Authority</p> <ul style="list-style-type: none"> • Resolution of student/staff complaints. • Provision of advice to staff. • Allocation of workload for area. • Development of budget for yearly training delivery requirements.
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 .
Qualifications required	Relevant Postgraduate Diploma or Master's Degree in Construction and Project Management, or relevant field with at least 2 years relevant, post degree work experience.
Experience	<p>Essential to the Position:</p> <ul style="list-style-type: none"> • 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, spreadsheets). • Advanced knowledge in the use of Construction and Project Management software. • Postgraduate Diploma or Master's Degree in relevant field <p>Desirable for the Position:</p> <ul style="list-style-type: none"> • Industry experience in Construction Management, Project management is essential
Most frequent Contacts	Dean of School Head of Department

	Departmental staff Administrative staff Students
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Document History	
Approval Date/Date of Classification	
Review Date	
Revision History	

Signatures	
Manager	
Employee	
HRM	



Terms and Conditions for Band 3 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$79,000.00 – SBD\$121,000.00 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 seafares 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.