



Solomon Islands National University
Job Description

Title	Director of Institutional Planning and Development
School/Department	Department of Institutional Planning and Development
Band	Band 5
Category	Senior Management
Reports To	Vice-Chancellor
Direct reports	Institutional Planning and Development Staff

Summary of Duties

The Director will be responsible for the overall Leadership and Coordination of the Department, and working in close collaboration with the other components of the University in managing the **Strategic and Institutional Plans of the University**. The Director is responsible for the University’s strategic and operational plans, including project planning and provide advice and support to various Departments and Schools on formulating, implementing and reviewing strategic and operational plans. The director is also responsible for matters relating to general institutional growth and development through:

- Providing advice and work with Department and Schools of the University to strategically plan their programmes and activities for development and growth
- Working closely with Departments and Schools in relation to policy and system planning and development.

The Director will be directly answerable to the Vice Chancellor.

Main Duties and Responsibilities

Key Responsibilities	Technical
	<ol style="list-style-type: none"> 1. Provide leadership and support the University’s strategic and institutional policy and planning processes and activities; 2. Oversee the University’s planning processes, including annual operational planning, resource projection, and long-term strategic planning; 3. Coordinate institutional planning activities, reporting and analysing University performance, and conduct institutional studies, surveys and research as needed; 4. Work closely with senior managers and stakeholders to guide the University's policy and planning programs in support of long-range development and strategic initiatives and evaluate institutional effectiveness; 5. Work closely with the Vice Chancellor in liaising with SIG and donor partners and other stakeholders so that they continue to provide strong support to the University; 6. Oversee sound coaching and mentoring to subordinates and University staff in relation to policy and planning processes and activities.
	Leadership
	<ol style="list-style-type: none"> i. Formulates strategic direction and plans for the Department ii. To represent the Department on Campus and to the local community

- iii. Manages and provides leadership in all operational functions of the Department
- iv. Analyses the Department's needs and articulates them to the University Executive.
- v. Provides timely and appropriate advice on all matters of the Department to senior management and the Vice Chancellor to the Council.
- vi. Leads the development and direct the implementation of strategies and plans for the Department to enable the effective development and delivery of plans
- vii. Provides timely monthly reports to the Chancellor and other reports as and when requested.

Business Planning Reporting and Financial Management

- i. To be responsible for the development and implementation of a budget for the department as part of the planning and resources allocation process and then managing within it.
- ii. Develops, implements, reviews & reports on yearly Business Plans of the Department that aligns to the University Business Plan
- iii. Prepares submissions for additional funding and manages expenditure within University guidelines.
- iv. Actively participates in all management committees and senior management meetings as and when required..

Dimensions

Problem solving and impact

- Creates policies, processes and procedures for the Department in accordance with relevant SINU regulations and legislation.
- Identify opportunities for the strategic development of the Department through the development of new partnerships and business networks.
- Manages the performance of staff to required standards within University guidelines including the successful resolution of staff discipline and grievance issues.

Resource management

- Manages the Department's budget and resources.
- Participates proactively in both yearly and long term strategic planning
- Participates in the management of quality, audit and other external assessments and acts on recommendations and findings
- Manages a team of employees in accordance with University regulations

Working Environment

- Takes responsibility for conducting risk assessments and reducing workplace hazards. Ensures a safe working environment
- Engages in continuous professional development and ensures the development of the department.
- Understands and applies the principles of equality of opportunity in an academic context.

Decision Making Authority

- Allocates departmental work load and manages team performance

Key Performance Indicators	<ul style="list-style-type: none"> Resolves staff and stakeholders complaints Provides advice to Management and Stakeholder on matters affecting the department
General Responsibilities	<p>Refer to Page 5 & 6</p> <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	<p>The Minimum Qualification Requirement for this positions is: Relevant PhD Qualification or relevant Master's degree with at least 6 years relevant industrial experience, OR a relevant high quality Post-Graduate Diploma with 8 years post-PGD relevant industrial experience, OR a relevant high quality Bachelor Degree with at least 10 years post-degree relevant industrial experience.</p>
Skill/Requirements	<p>The Ideal Candidate should:</p> <ul style="list-style-type: none"> Possess high quality leadership and management skills Experience in Institutional Planning and Development Display excellent interpersonal and organisational communication skills, Demonstrate self-confidence and commitment to excellence, Possess ability and capacity for creativity and innovation.
Most frequent Contacts	Vice Chancellor Pro-Vice Chancellor (Corporate) Pro-Vice Chancellor (Academic) Directors Deans External agencies including government, industry and community

Document History

Approval Date/ Date of Classification	
Review Date	
Revision History	

Signatures

Employee	
Human Resources	

Key Performance Indicators

Main Tasks	Desired Outcomes	Indicators
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1	Carry out the University's annual operational planning, and the Medium to long term-strategic planning activities	<ul style="list-style-type: none"> • University's strategically positioned to effectively carry out its strategic plans and operational plans. • Effective plans are in place that provides clear direction for institutional development 	<ul style="list-style-type: none"> • Institutional Policies developed developed and operational • Institutional plans and processes developed and implemented through the schools and departments.
2	Develop policies for the Planning Department that will guide the management and administration of the planning Department	<ul style="list-style-type: none"> • Implementation of policies ensures the smooth operations of the Institutions. 	<ul style="list-style-type: none"> • Evidence of Policies developed and effectively operational
3	Carries out in-house coaching and/or conduct workshops/meetings on recommended action plans, processes and activities that the planning department requires of schools and departments.	<ul style="list-style-type: none"> • Managers of Schools and Departments well informed of plans and requirements to effectively implement plans and activities as recommended by the Director Planning 	<ul style="list-style-type: none"> • Evidence of planning workshops/activities held with senior managers in relation to institutional and development plans • Number of studies, surveys, research and workshops done and outcomes of such
4	Coordinate institutional planning activities, reporting and analysing University performance, and conduct institutional studies, surveys and research as needed	<ul style="list-style-type: none"> • University plans and activities well coordinated and results in the effective operations of the University. • Institutional studies and reports provide valuable information for University to progress development. 	<ul style="list-style-type: none"> • Evidence of reports produced and studies and surveys carried out.
5	Liaise and develop relationships and partnerships with Govt, donors and other key stakeholders that will help in the development of the University	<ul style="list-style-type: none"> • The effective utilization of partnership or relationship as seen in activities with the help of partners • Involvement of partners in the development and plans of the University as and when required. 	<ul style="list-style-type: none"> • Evidence of important partnerships developed and clear working relationships established
6	Review and make recommendations for improvement of plans processes and activities.	<ul style="list-style-type: none"> • Conduct coaching and mentoring sessions 	<ul style="list-style-type: none"> • Number coaching and mentoring sessions held
7	Conduct Performance Planning and Review and Annual performance appraisals for staff within the Department in consultations with the Human Resource Department	<ul style="list-style-type: none"> • Staff are rewarded or disciplined accordingly and contributes to improvements of performance and motivation of staff 	<ul style="list-style-type: none"> • Performance Management of staff through planning, Review and Final Appraisals carried out as evidenced in the performance management documents provided by the HRD.

	Name	Signature	Date
Employee:			
Vice Chancellor:			
Witnessed by:			