



<b>Solomon Islands National University</b> <b>Faculty of Agriculture, Forestry and Fisheries</b> <b>Job Description</b>	
<b>Title</b>	<b>Lecturer/Senior Lecturer in Agri-business, Agriculture Extension and Community Outreach</b>
<b>Incumbent Name:</b>	<b>Vacant</b>
<b>School/Department:</b>	<b>Faculty of Agriculture, Forestry and Fisheries</b>
<b>Band/Grade:</b>	<b>Band 3/4</b>
<b>Category:</b>	<b>Higher Education</b>
<b>Reporting position:</b>	<b>Dean of School</b>
<b>Direct reports:</b>	<b>Head of Department</b>

<b>Summary of Duties</b>	
<p>Expert in the area of Agri-business, Agriculture Extension and Community Outreach. Involve in teaching units at diploma and undergraduate levels. Involve in course design and course development for agri-business and agriculture extension, and review of current curriculum. Be a team player and is able to provide supervision to student research, and lead independent research.</p>	

<b>Main Duties and Responsibilities</b>	
<b>Key tasks</b>	<b>Teaching and learning</b> <ul style="list-style-type: none"> <li>• To deliver learning instructions, prepare lesson plans.</li> <li>• To develop unit descriptors and course materials in the area of Agri-business, agriculture economics and agriculture extension on a regular basis; updating and refining it in order to ensure that it is applicable to Solomon Islands context.</li> <li>• 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.</li> <li>• To ensure that course design and delivery comply with the quality standards and regulations of the University.</li> </ul>

	<ul style="list-style-type: none"> <li>• To supervise students’ projects, field trips and, where appropriate, placements.</li> <li>• To participate in the school Distance and Flexible Learning (DFL) education and outreach programs and to the design of DFL material, where required.</li> <li>• To write, prepare and mark assignments and examinations and provide feedback to students in a timely manner.</li> <li>• 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.</li> </ul> <p><b>Research and Outreach</b></p> <ul style="list-style-type: none"> <li>• To determine relevant research objectives and prepare research proposals.</li> <li>• To assist in the implementation of funded projects for the school.</li> <li>• To identify sources of funding and carry out research in area of expertise.</li> <li>• To write or contribute to publications or disseminate research findings.</li> <li>• To make presentations or exhibitions at national and international conferences and other similar events.</li> <li>• To maintain current professional knowledge.</li> <li>• Be competent with statistical software and other analytical tools in area of expertise.</li> <li>• To supervise students research projects in area of expertise; provide feedback to students and support in statistical analysis.</li> <li>• Conduct “research that matters” to farmers and SNRAS stakeholder; providing the necessary link between SNRAS and relevant stakeholders.</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• To develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.</li> <li>• Regular contact and liaison with students to teach and provide support.</li> <li>• 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.</li> <li>• To act as a personal mentor to students.</li> <li>• Be able to carry out coordination role for selected programs when required.</li> </ul> <p><b>Student &amp; Staff Counseling</b></p> <ul style="list-style-type: none"> <li>• To be responsible for dealing with referred issues for students within own educational programs.</li> <li>• To act as personal tutor, giving first line support.</li> <li>• To provide first line support for students, referring them to sources of further help if required.</li> <li>• To monitor student performance by requesting feedback and providing advice.</li> <li>• To maintain the health and safety in programs and the University as a whole.</li> </ul>
<b>Dimensions</b>	<p><b>Problem Solving and Impact</b></p> <ul style="list-style-type: none"> <li>• To resolve problems affecting the delivery of courses in accordance with University regulations.</li> <li>• To contribute to decisions, which have an impact on other related courses.</li> </ul>

	<ul style="list-style-type: none"> <li>To provide advice on operational issues such as the balance of student recruitment, staff appointments and student and other performance matters.</li> <li>To identify opportunities for the strategic development of new courses or appropriate areas of activity, and contribute to the development of such ideas.</li> </ul> <p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>To contribute to the overall management of the department in areas such as budget management and business planning.</li> <li>To participate in departmental level strategic planning</li> <li>To contribute to the management of quality, audit and other external assessments.</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).</li> <li>To engage in continuous professional development.</li> <li>To understand and apply the principles of equality of opportunity in an academic context.</li> </ul>
<b>Measures of Effectiveness</b>	<ul style="list-style-type: none"> <li>Class quiz, practical exercises, exams and course results.</li> <li>Teaching notes, aids, and equipment designed and developed.</li> <li>Examination papers produced.</li> <li>Course Outline completed/reviewed.</li> <li>Research reports and publications produced.</li> <li>Course Units or Modules for distance education taught, supervised and reviewed.</li> <li>Course Results, Students Attendance, Morale and feedback.</li> <li>Training facilities and resources improvements.</li> <li>New materials, tools, machines and ideas for training purpose including DFL material.</li> <li>Exams results, evaluation reports from students.</li> </ul> <p><b>Decision Making Authority</b></p> <ul style="list-style-type: none"> <li>Resolution of student/staff complaints.</li> <li>Provision of advice to staff.</li> <li>Allocation of workload for area.</li> <li>Development of budget for yearly training delivery requirements.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>To be responsible for your own health and safety and that of your colleagues.</li> <li>To undertake other such other duties as may be reasonably expected.</li> <li>To provide a healthy and comfortable working environment.</li> </ul>
<b>Qualifications required</b>	Relevant PhD, or a Master's Degree with at least 4 years relevant teaching and work experience.
<b>Experience</b>	<p><b>Essential to the Position:</b></p> <ul style="list-style-type: none"> <li>Wide breadth and depth of specialist knowledge in own area of expertise.</li> <li>Understanding of different teaching and learning methods.</li> </ul>

	<ul style="list-style-type: none"><li>• Computer proficiency in the standard packages (word processing, e-mail and internet use, spreadsheets).</li><li>• Competency in the use of statistical packages in own area of expertise.</li><li>• Master's Degree in Agriculture, Agriculture Extension, Agriculture Economics, or related field.</li></ul> <p><b>Desirable for the Position:</b></p> <ul style="list-style-type: none"><li>• Experience in conducting quality research in a particular specialism and publishing in recognized journals.</li><li>• Experience of developing research proposals and implementing research, and other academic related projects.</li><li>• Ability to collaborate with other Universities and relevant stakeholders.</li><li>• PhD qualification in Agribusiness, Agriculture Economics, Agriculture Extension or related field.</li></ul>
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