

**Solomon Islands National University**  
**Faculty of Agriculture, Forestry and Fisheries**

**Job Description**

<b>Title</b>	<b>Lecturer/Senior Lecturer – Biodiversity, Conservation and Geography</b>
<b>Incumbent Name</b>	<b>Vacant</b>
<b>School/Division</b>	<b>Faculty of Agriculture, Forestry and Fisheries, Department of Environmental Studies</b>
<b>Grade</b>	<b>Band 3/4</b>
<b>Category</b>	<b>Higher Education</b>
<b>Reporting Position</b>	<b>Head of Department</b>
<b>Direct Reports</b>	

**REPORTING POSITION: HEAD OF DEPARTMENT**

**Main Duties and Responsibilities**

- To deliver learning instructions, prepare lessons for certificate, diploma and bachelor courses in biodiversity, conservation and geography units, as applicable.
- To have an expert knowledge of entire syllabus' curriculum.
- To assist in 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 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.
- To monitor and maintain print stock level and current master copies for printing.

**Research**

- To determine relevant research objectives and prepare research proposals.
- To assist in 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.
- To make presentations at national and international conferences and other similar events.
- To maintain current professional knowledge teamwork.
- 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 act as a personal mentor to students.
- To be responsible for dealing with referred issues for students within own educational programs.
- To act as personal tutor, to provide first line support for students, referring them to sources of further help if required.
- To monitor course and student performance by requesting feedback and providing advice

### **Dimensions Problem solving and impact**

- 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 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.

### **Resource management**

- To contribute to the overall management of the department in areas such as budget management and business planning.
- To participate in departmental level strategic planning.
- To contribute to the management of quality, audit and other external assessments.

### **Working Environment**

- 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**

- Class quiz, practical exercises, exams and course results.
- Teaching notes, aids, and equipment designed and developed.
- Examination papers produced.
- Unit descriptors and resource materials completed and reviewed.
- Research reports and publications produced.
- 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.

**Decision making authority**

- 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**

- 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:**

**Preferably PhD or Master Degree or Postgraduate Diploma in relevant field and at least 2 to 5 years relevant work experience including teaching at tertiary level.**

**Experience -Essential to the position:**

- 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 spread sheets)

**Desirable for the position:**

- Experience of conducting quality research in a particular specialism and publishing in recognized journals
- Experience of developing and implementing research objectives, projects and proposals
- Experience of collaboration with college and industry colleagues when developing new curricula