



FACULTY OF AGRICULTURE, FISHERIES & FORESTRY

DEPARTMENT OF FORESTRY

Job Description

Title	Lecturer/ Senior Lecturer in Wood Science and Forest Utilization
Incumbent Name	Vacant
Faculty/Department	Faculty of Agriculture, Fisheries & Forestry; Department of Forestry
Grade	Band 3/4
Category	Higher Education
Reporting Position	Head of Department

Summary of Duties

Professional duties covers the following area: assist in course development and teach units on wood science and forest utilization, forest economics and marketing, and SI forest policies. Develop instructional materials, attend to student consultations, assess and maintain students' records, supervise and carry out research, and organize work-base attachments with the forestry industries based in SI.

Main Duties and Responsibilities

Key Tasks	<ul style="list-style-type: none"><input type="checkbox"/> Participate in and develop external networks, for example to identify sources of funding, secure student placements, facilitate outreach work, obtain consultancy projects, etc.<input type="checkbox"/> Attend training courses as identified and agreed to for own continuing self-development.<input type="checkbox"/> Work within and actively support the equality and diversity policies and practices of Solomon Island National University.<input type="checkbox"/> Build clear and effective lines of communication within the subject area.<input type="checkbox"/> Participate in the annual Performance Appraisal process.<input type="checkbox"/> Ensure communication systems and practices support effective management arrangements and promote good relations with staff and students.<input type="checkbox"/> Undertake other duties not specifically stated above, which from time to time are necessary for effective performance of the University's business without altering the nature or level of responsibility involved. <p>Teaching and Learning</p> <ul style="list-style-type: none"><input type="checkbox"/> Deliver learning instructions, prepare Lessons Plan<input type="checkbox"/> Assist in the review and updating of course content and materials on a regular basis when required.<input type="checkbox"/> Develop and apply innovative and appropriate teaching techniques and materials that creates interest, understating and enthusiasm amongst students to transfer knowledge including practical skills, methods and techniques.<input type="checkbox"/> Ensure that the course design and delivery comply with the quality standards and regulations of SINU.<input type="checkbox"/> Supervise student projects, field trips and, where appropriate, placements.<input type="checkbox"/> Write, prepare and mark assignments and examinations and provide feedback to students.<input type="checkbox"/> 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.<input type="checkbox"/> Ensure that student learning environment is in its highest standard and carries decent attitudes towards the work place.
------------------	---

	<p>Research</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine relevant research objectives and prepare research proposals. <input type="checkbox"/> Assist in aided Projects, identify sources of funding and carry out research relevant to the basic purposes of the University. <input type="checkbox"/> Write or contribute to publications or disseminate research findings <input type="checkbox"/> Make presentations or exhibitions at national and international conferences and other similar events. <p>Teamwork</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration. <input type="checkbox"/> Regular contact and liaison with students to teach and provide support. <input type="checkbox"/> Co-ordinate work and ensure that courses are delivered effectively, and/or organize the work of a team by meeting objectives and work plans. <input type="checkbox"/> Act as a personal mentor to students <input type="checkbox"/> Participate in teams within specific areas of responsibility and be a good team player <p>Student & Staff Counseling</p> <ul style="list-style-type: none"> <input type="checkbox"/> Act as a personal tutor, giving first line support to students and staff in need of help; referring them to sources of further help if required. <input type="checkbox"/> Monitor students and course performance by requesting feedback and providing advice. <input type="checkbox"/> Maintain Health and Safety in programs and University as a whole.
<p>Measures of Effectiveness</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Class quiz, practical exercises, exams and course results. <input type="checkbox"/> Teaching notes, aids, and equipment designed and development. <input type="checkbox"/> Examination papers produced. <input type="checkbox"/> Course outline completed/reviewed <input type="checkbox"/> Research reports and publications produced.

	<ul style="list-style-type: none"> <input type="checkbox"/> Course Units or Modules for distance education taught, supervised and reviewed. <input type="checkbox"/> Course Results, Students Attendance, Morale and feedback <input type="checkbox"/> Training facilities and resources improvements <input type="checkbox"/> Exams results, evaluation reports from students. <p>Decision making Authority</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resolution of student/staff complaints <input type="checkbox"/> Provision of advice to staff <input type="checkbox"/> Development of budget for early training delivery requirements
General Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> Adhere to University's Equal Opportunities policy in all activities, and to actively promote equality and equity for all. <input type="checkbox"/> Responsible for your own health and safety and that of your colleagues <input type="checkbox"/> Understand other duties as may be reasonably expected. <input type="checkbox"/> Provide a healthy and comfortable working environment
Qualifications Required	PhD or Masters in pertinent field with no less than 2 years applicable work experience. Postgraduate diploma with first degree in forestry and minimum of 6 years of teaching experience at tertiary level may also be considered.
Experience	<p>Essential to the position:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wide breadth and depth of specialist knowledge in own areas of expertise <input type="checkbox"/> Understanding of different teaching and learning methods <input type="checkbox"/> Computer proficiency in the standard packages (work processing, e-mail and internet use, and spreadsheets) <p>Desirable for the position:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Experience of directing quality research in a specific specialism and distributing in perceive new curricula <input type="checkbox"/> Experience of creating and executing research destinations, undertakings and recommendations <input type="checkbox"/> Experience of joint effort with SINU and Industry associates when growing new educational module
Most Frequent Contacts	<ul style="list-style-type: none"> <input type="checkbox"/> Head of Department <input type="checkbox"/> Students <input type="checkbox"/> Dean of School