



## Job Title: Director of Institutional Planning and Development

<b>Department:</b>	Office of Institutional Planning and Development
<b>Position Title:</b>	Director
<b>Classification:</b>	Senior Executive
<b>Responsible to:</b>	Vice Chancellor

**1.0 Position Purpose:** Institutional Planning & Development (IPD) section is responsible for institutional research, planning, development, and reporting for the Solomon Islands National University. Its main function is to provide senior management with information to support campus planning, policy formation and decision making. The section also supports the Office of the Vice Chancellor in coordination, implementation and monitoring of the University's Strategic Plan. The Director heads the IPD Office of the University.

**2.0 The Director** will be responsible for the overall leadership and coordination of the Department, and work in close collaboration with the other sections of the University in managing the Strategic and Institutional needs of the University. The Director is responsible for the University's strategic and operational plans, including project planning and providing 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, and ensuring that the University has the necessary data and technical advice to deal with the University's growth, development, and sustainability. The Director reports to the Vice Chancellor or through a Pro-VC to the VC.

### 3.0 Duty Statement: Duties & Responsibilities

3.1 The specific duties and responsibilities of the Director are:

- 3.1.1 Development and implementation of strategic plans for the University, including providing leadership and support for the University's strategic and institutional policy and planning processes and activities; overseeing the University's planning processes, including annual operational planning, resource projection, and long-term strategic planning; coordinate institutional planning activities, reporting and analyses of University performance.
- 3.1.2 Project management, including carrying out feasibility and cost-effectiveness analyses of projects, and ensuring projects undertaken by the University are managed effectively by sections tasked with immediate responsibility for their operational management.
- 3.1.3 Project and funding proposal development and submission for funding agencies, and working closely with the Vice Chancellor in liaising with SIG and funding/donor partners and other stakeholders so that they continue to provide strong support to the University;
- 3.1.4 Institutional research, including gathering of institutional data, reporting on student numbers and doing projections on core business indicators, analysis of staff workload, staff productivities, and staff research and publications.

- 3.1.5 Doing reports of activities of the University, including monthly, quarterly and annual reports of the University.
  - 3.1.6 National, regional and international human resource development analysis, including projections of labour market supplies and demands for various categories of skills in Solomon Islands, the Pacific regional and the global labour market.
  - 3.1.7 Development of a Quality Assurance Framework for higher education and TVET programme.
  - 3.1.8 Development and maintenance of strong relationships with Alumni.
- 3.2 The general duties and responsibilities of a Director in the University are:
- 3.2.1 **Management responsibilities**, like section budgeting, HR management, and operational activities.
  - 3.2.2 **Administrative Duties** relating to all matters that the membership of a University entails, including duties related to School/Division/University wide activities, adherence to policies, and maintaining acceptable health and safety standards.
  - 3.2.3 **General Responsibility** to undertake all other duties as directed by the supervising officer, or the Vice Chancellor.

#### 4. Person Specifications

##### 1. Qualifications:

- a. **Essential:** A Masters degree in planning, economics, statistics, or any field that relates to the core job purposes and functional roles and responsibilities
- b. **Desirable:** A doctorate degree in planning, economics, statistics, or any field that relates to the core job purposes and functional roles and responsibilities

##### 2. Knowledge & Experiences

###### a. Essential:

- i. At least a 6-year post-Masters qualification experience in planning and development in an academic institution or the corporate sector or public sector.
- ii. Demonstrated experience and competence in at least 4 of the 8 specific duties and responsibilities listed above.
- iii. A high level of financial / commercial competence demonstrated through successful management of external and institutional funds.
- iv. High level and demonstrated experience in negotiation of funding and donor support.
- v. Extensive experience in representing organisations externally, including in corporate, regional and multinational institutions.
- vi. Excellent interpersonal and organisational communication skills, self-confidence and commitment to excellence,
- vii. Demonstrated ability and capacity for creativity and innovation.

###### b. Desirable:

- i. Experience in academia and/or management of a new University at, at least the strategic planning level
- ii. Commitment towards inspiring and motivating SINU staff to realising their potential and embracing SINU's goals and objectives.

##### 5. Functional Relationships:

- 1. Internal Contacts: Others Directors within the University / Heads of Departments or Schools / Senior Lecturers / Students/Mangers/ Deans / Council members.

2. External Contacts: Industry / Other Directors in other Universities, Schools and Divisions; NGOs; Relevant Govt. Ministries; donor agencies.

**6. Key Results Areas and KPIs**

<b>Key Result Areas (KRAs)</b>	<b>Key Performance Indicators (KPI)</b>	<b>Outcomes &amp; Achievements</b>
Development and implementation of strategic plans for the University	<ul style="list-style-type: none"> <li>• Leadership and support for the University's strategic planning processes and activities;</li> <li>• Overseeing the University's planning processes, including annual operational planning, resource projections, and long-term strategic planning</li> <li>• Coordinate institutional planning activities</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Plan for SINU in Place</li> <li>• Plan regularly revised and updated</li> <li>• Implementation reports tabled on a quarterly basis</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>• Carrying out comprehensive feasibility studies of recommended projects</li> <li>• Carrying out cost-effectiveness analyses of recommended projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Feasibility and cost-effectiveness reports accepted</li> </ul>
Project/funding Proposals	<ul style="list-style-type: none"> <li>• Drafting Project proposals</li> <li>• Drafting Funding proposals</li> <li>• Submission of funding proposals to Government and other agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Proposals approved by VC or nominated committee</li> <li>• Proposals submitted</li> <li>• Funding approved</li> </ul>
Institutional Research	<ul style="list-style-type: none"> <li>• Gathering and analysing institutional data</li> <li>• Reporting on student numbers</li> <li>• Doing projections on core business indicators,</li> <li>• Analysing staff workloads, productivities, and research outputs for policy purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports presented and adopted by VC/Senior Management Committee</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Developing templates for monthly, quarterly and annual reporting of University activities</li> <li>• Drafting monthly, quarterly and annual reports</li> <li>• Drafting detailed activities report for SINU Committees.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Reports submitted to VC and/or SMC and adopted</li> <li>• Quarterly Reports received &amp; adopted</li> <li>• Annual Reports received and adopted</li> </ul>
Labour Market Analysis	<ul style="list-style-type: none"> <li>• Carrying out surveys/research on labour market supplies and demands for various categories of skills in Solomon Islands</li> <li>• Carrying out research on labour market supplies and demands for various categories of skills in the Pacific Region</li> <li>• Developing reports on global labour market supplies and demands for various categories of skills</li> </ul>	<ul style="list-style-type: none"> <li>• Country reports received and adopted</li> <li>• Regional reports received</li> <li>• Global reports received</li> </ul>
Quality Assurance Framework	<ul style="list-style-type: none"> <li>• Ongoing consultation with Deans, and the Office of Quality and Standards</li> <li>• Development of template for quality assurance of SINU's core businesses.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Assurance Framework developed and adopted</li> <li>• Monitoring and Review of QAF revised as required</li> </ul>
Alumni	<ul style="list-style-type: none"> <li>• Development of a comprehensive Alumni data base</li> </ul>	<ul style="list-style-type: none"> <li>• Alumni Database presented and adopted by SMC</li> </ul>

	<ul style="list-style-type: none"> <li>• Regular communication with Alumni</li> <li>• Engaging Alumni to the benefit of SINU</li> </ul>	<ul style="list-style-type: none"> <li>• Alumni database updated twice a year.</li> <li>• Evidence of Alumni resource support to SINU</li> </ul>
<b>Section Management</b>	<ul style="list-style-type: none"> <li>• Carrying out budgeting, HR, and operating activities required of the section</li> <li>• Representing the section in necessary Committees</li> <li>• Liaison with other Directors, Managers, Deans, PVCCs, VC on matters in the portfolio</li> </ul>	<p>Effective operation of the Office of Institutional Planning &amp; Development Section Office.</p> <p>Completing all work requested by the VC</p>