



**Solomon Islands National University**  
**Faculty of Nursing Medicine & Health Sciences**

**Job Description**

Title	Assistant Lecturer – Human Anatomy and Physiology
School/Division	Faculty of Nursing Medicine & Health Sciences
Grade	Band 2
Category	Academic
Reports to	HOS – Public Health
Location/Campus	Kukum Campus
Direct reports	Dean of Faculty

**Summary of Duties**

Masters own subject areas in Health Sciences, Human Anatomy & Physiology; assists in Course Development; plans and delivers learning experiences to meet course objectives; develops instructional materials; involves in Student Consultations; Assess and maintains students records; carry out research and involves in distance education. May be responsible for heading a department.

**Main Duties and Responsibilities**

Key tasks	<p>Document key tasks in the following sections where they apply.</p> <ul style="list-style-type: none"><li>● <b>Teaching and learning</b><ul style="list-style-type: none"><li>- Delivers learning experience to acquire new specific knowledge and skills.</li><li>- Develops instructional materials to ensure learning experiences are meaningful and to assists the learning process.</li><li>- Develops own subject area to increase and improve subject contents.</li><li>- Writes, prepares and marks assignments, tests and examinations in order to confirm learning process has taken place and further to ascertain the degree of learning that has occurred. To recommends for awards or for further studies.</li><li>- Assist in course development to develops skills in course development and have ownership of courses.</li><li>- Carry out student consultations to assess and identify students learning needs in order to assist students in their academic work.</li></ul></li> <li>● <b>Research and consultancy.</b><ul style="list-style-type: none"><li>- To improve the knowledge and skills in Human Anatomy and Physiology.</li><li>- To be able to learn more about things, people, and events</li><li>- To be able to make smart decisions.</li><li>- It presents more information for investigation.</li><li>- This allows for improvements based on greater information and study.</li></ul></li></ul>
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## Dimensions

- **People management and teamwork.**
  - A greater variety of complex issues can be tackled by pooling expertise and resources
  - Problems are exposed to a greater diversity of knowledge, skill and experience
  - The approach boosts morale and ownership through participative decision making
  - Improvement opportunities that cross departmental or functional boundaries can be more easily addressed
  - The recommendations are more likely to be implemented than if they come from an individual.
- **Business planning, reporting and management.**
  - Adhere to the business planning and strategic plans of SINU to provide quality and relevant teaching and learning needs of the MHMS and other stakeholders.
  - Comply with the reporting and management systems of the university as stipulated in the SINU academic policy.
- **Quality Assurance and customer satisfaction.**
  - Proactive to deliver up to date teaching and learning resources for students.

Document key tasks across the following 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 the balance of student 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.

Key Performance Indicators	<ul style="list-style-type: none"> <li>• <b>Decision making Authority</b> <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 direct reports</li> </ul> </li> </ul>
	Document the ways the job will be evaluated? How ill you know it is effective and the incumbent is doing their job?
General Responsibilities	<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>
Qualifications required	Bachelor’s Degree or PG Certificate in Medical Sciences, Nursing Sciences or Immunology plus Tertiary Teaching Certificate. Must have five (5) years in teaching experience and Course leadership experience.
Experience	<p><b>Essential to the position:</b></p> <ul style="list-style-type: none"> <li>• “5” years of experience</li> <li>• Breadth and depth of specialist knowledge required</li> <li>• Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)</li> </ul> <p><b>Desirable for the position:</b></p> <ul style="list-style-type: none"> <li>• Experience of conducting quality research in a particular specialism and publishing in recognized journals</li> <li>• Experience of developing and implementing research objectives, projects and proposals</li> <li>• Experience of collaboration with university and industry colleagues when developing new curricula</li> <li>• Experience with consultancy</li> </ul>
Any other relevant information	
Most frequent Contacts	Dean of Faculty HOS – Public Health Students Industry Health Promotion Division and counterparts -MMHS

### Document History

Approval Date/ Date of Classification	
Review Date	2 years is normal or at a change of any related document
Revision History	