



Solomon Islands National University
Faculty of Agriculture, Forestry & Fisheries

Title	Farm Manager
Faculty	Faculty of Agriculture, Forestry & Fisheries
Grade	Band 2
Category	Supporting
Reporting Position	Head of Department & Dean of Faculty
Direct Reports	Dean of Faculty

Summary of Duties

Knowledgeable in soils, crop plants, animal science, farm management, environmental subject areas climate & pollutions, chemistry and biology-related subject areas. Responsible for the control of farm assets, properties, farm records, farmhands and farm operations. Conducting stocktake at the end of academic semesters and reports to the Head of Agriculture Department and Dean. Must be responsible for the tools stock replacement and purchase. Supervise all students' garden practicals and exercises, assist lecturers setting up field demonstrations, preparing tools & equipment for demonstration, and collecting tools and equipment for safe storage. Advise students from time to time on what to do and what not to do while out in the garden areas, and to advise lectures on needed tools, equipment stocks, missing or broken and to place a new order. Responsible to do sales of any crop from time to time, keeping good sales records and depositing sales into the designated Agriculture Department account.

Main Duties and Responsibilities

Key Tasks	<p>Teaching & Learning</p> <ul style="list-style-type: none"> • To be responsible for planning farm as a teaching farm for students' learning and academic staff research activities • To prepare farm annual budget for the farm operations • To keep good reliable sales records and make deposits to the appropriate office • To assist lecturers on-field practical and supervisions where applicable. • To oversee and ensure farm plots are maintained and cropped when students are not engaging farm plots for practical activities • To supervise students practical as when needed • To organize students' garden plots for practical • To check on farm hands responsible to ensure all tools and equipment used in the field are returned for safe storage. • To advise students on what to do and what not to do when in the field • To advise lecturers on needed tools & equipment for various class practicals • To ensure security supervision on student garden plots are done • To ensure marketing of students farm produce from time to time under given instructions from lecturers responsible are done • To represent farm operation at the farm committee of the school <p>Research</p> <ul style="list-style-type: none"> • To assist on research activities carried out by academic staff on farm premises related to advancing your functions and responsibility as farm manager • To pursue research project as seen appropriate
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	<p>Teamwork</p> <ul style="list-style-type: none"> ▪ To develop links with other educational bodies, employers, private farms and professional bodies to foster collaboration. ▪ Regular contact and liaison with academic staff to mentor and provide support to other staff ▪ To liaise the work of other staff to ensure that unit base practicals are delivered effectively, and/or organize the work of a team by agreeing to objectives and work plans ▪ To act as a personal mentor to students practical or assignments where appropriate ▪ To participate in teams within specific areas of responsibility. <p>Student & Staff counselling</p> <ul style="list-style-type: none"> ▪ To be responsible for dealing with referred issues from students within areas of JDs ▪ To act as a personal tutor, giving first-line support to students and wherever necessary ▪ To provide the first line support to students, referring them to sources of further help if required ▪ To monitor student performance by requesting feedback and providing advice ▪ To maintain health and safety in the farm area
Dimensions	<p>Technical</p> <p>Problem Solving & Impact</p> <ul style="list-style-type: none"> ▪ To resolve problems affecting the delivery of practical according to the unit outline ▪ To contribute to decisions, which have an impact on other related courses ▪ To provide advice on operational issues such as the balance of student numbers in the garden plots and other performance matters ▪ To identify opportunities for improvement and new development of new functions of the positions and appropriate areas of activity, and contribute to the development of such ideas. <p>Resource Management</p> <ul style="list-style-type: none"> ▪ To contribute to the overall management of the garden practical, in the areas such as budget management and operational planning ▪ To participate in departmental level strategic planning ▪ To contribute to the department management of quality, audit and other external assessments. <p>Working Environment</p> <ul style="list-style-type: none"> ▪ To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received). ▪ To ensure the presence of environmentally friendly and safe, and hygienic working farm area ▪ To engage in continuous professional development ▪ To understand and apply the principles of equality of opportunity in an academic context.
Measure of Effectiveness	<p>Decision making Authority</p> <ul style="list-style-type: none"> ▪ Resolution of student/staff complaints ▪ Provision of advice to staff concern ▪ Allocation of work equity for the area ▪ Development of list for budget for delivery requirements.
General Responsibilities	<ul style="list-style-type: none"> ▪ 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 health and safety and that of your colleagues ▪ To understand other such duties as may be reasonably expected ▪ To provide a healthy and comfortable working environment.



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Qualifications Required	Bachelor's Degree in Tropical agriculture with 3 years of field experience or Post Graduate Diploma in the Agriculture field with 5 years experience.
Experience	<p>Essential to the position</p> <ul style="list-style-type: none">▪ Wide breadth and depth of specialist knowledge in agricultural science areas of expertise▪ Understanding of different practical skills, skills demonstration and delivery methods▪ Computer proficiency in the standard packages (word processing, email and internet use, and spreadsheets) <p>Desirable for the position</p> <ul style="list-style-type: none">▪ Had experience of working with students and a big group of workers▪ Had good solid field experience working with both animals and crop▪ Had experience in developing and implementing work ethics▪ Have excellent team spirit and be ready to provide professional mentoring & supervision to other academic staff in their area of special needs.
Most Frequent Contacts	Head of Department Students Dean of school