



Solomon Islands National University

Job Description

Title	Lecturer – Public Health (Nutrition & Dietitian)
Incumbent Name	
School/Division	School of Public Health-Faculty of Nursing, Medicine & Health Sciences (FNMHS)
Grade	Band 3
Category	Academic
Reports to	Lecturer – DPH/FNMHS
Location/Campus	Kukum Campus
Direct reports	

Summary of Duties

Masters own subject area; assists in Course Development, plans & delivers learning experiences to meet course objectives, develops instructional materials; involves in Student Consultations; Assess and maintains student records; liaises with local business/clients; carries 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">• Teaching and learning<ul style="list-style-type: none">- Delivers learning experience to acquire new specific knowledge and skills.- Develops instructional materials to ensure learning experiences are meaningful and to assist the learning process.- Develops own subject area to increase and improve subject contents.- Writes, prepares and marks assignments, tests and examinations to confirm the learning process has taken place and further to ascertain the degree of learning that has occurred. To recommends for awards or further studies.- Assist in course development to develop skills in course development and have ownership of courses.- Carry out student consultations to assess and identify students learning needs to assist students in their academic work.• Research and consultancy.<ul style="list-style-type: none">- To improve the knowledge and skills in Public Health (Health Promotion, Nutrition).- To be able to learn more about things, people, and events- To be able to make smart decisions.- It presents more information for an investigation.- This allows for improvements based on greater information and study.
-----------	--

Dimensions

- **People management and teamwork.**
 - Increased employee engagement, teamwork, productivity, and management skills.
 - 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.**
 - Provide your mission statement.
 - Describe the facilities (office) and the number of employees.
- **Quality Assurance and customer satisfaction.**
 - Developing quality assurance mechanisms and strategies for continuous improvement of the quality of teaching/learning
 - Ensure the health and safety of all staff and students
 - Ensure equal opportunities for all staff and students within the Diploma of Nutrition and Dietetics

Document key tasks across the following dimensions.

- **Problem solving and impact**
 - To resolve problems affecting the delivery of courses per College 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 the area of work and level of training received).
 - To engage in continuous professional development.

	<ul style="list-style-type: none"> - To understand and apply the principles of equality of opportunity in an academic context. • Decision making Authority <ul style="list-style-type: none"> - Resolution of student/staff complaints - Provision of advice to staff - Allocation of workload for direct reports
<p>Key Performance Indicators</p> <p>General Responsibilities</p>	<p>Document the ways the job will be evaluated. How I you know it is effective and the incumbent is doing their job?</p> <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 undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment
<p>Qualifications required</p>	<p>Bachelor’s Degree or Diploma in relevant field plus Teaching Certificate. Must have ten (10) years of teaching experience and Course leadership experience.</p>
<p>Experience</p>	<p>Essential to the position:</p> <ul style="list-style-type: none"> • “10” years of experience • breadth and depth of specialist knowledge required • Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets) <p>Desirable for the position:</p> <ul style="list-style-type: none"> • Experience in conducting quality research in a particular specialism and publishing in recognized journals • Experience in developing and implementing research objectives, projects and proposals • Experience in collaboration with college and industry colleagues when developing new curricula • Experience with consultancy
<p>Any other relevant information</p>	
<p>Most frequent Contacts</p>	<p>Dean of School Students Industry Ministry of Health Counterparts ????</p>

Document History

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

