



Solomon Islands National University Job Description

Title	Director of Research
School/Department	Department of Research
Category	Senior Management
Reports To	Pro-Vice Chancellor (Academic)
Direct reports	Research Department Staff

Summary of Duties

The role of the Director of Research is to drive the development of the research culture throughout the University and take responsibility for the management and administration of the Research Office. The Director of Research holds the leading role in the management, administration and co-ordination of all research related activities of the University. The main responsibilities of the Director of Research are to:

1. Chair the Applied Research and Ethics committee and be responsible for calling meetings;
2. Be responsible for the administration of the research budget;
3. Be responsible in creating an environment conducive to research growth within the University;
4. Be responsible for the development of a SINU statement on the ethical conduct of research;
5. Be responsible for the development and maintenance of an active and vibrant research program at SINU aligned to the strategic objectives of the University.

Main Duties and Responsibilities

Key Responsibilities	<p>Technical</p> <p>(a) Supports the development of research skills and a research culture at SINU by <i>inter alia</i>:</p> <ol style="list-style-type: none"> i. Providing one- to -one guidance to researchers on matters such as research design, data analysis, grant writing and writing for publication. ii. Seeking expert advice where necessary from consultants with specialist skills in various forms of research design and data analysis. iii. Organizing workshops for new researchers on a range of research skills (in collaboration with other university staff and visitors). iv. Identifying experienced researchers and providing incentives for them to mentor and work collaboratively with new researchers. v. Encouraging the establishment of research teams which could evolve into research concentrations /research centres. vi. Organizing a regular program of research seminars presented by SINU staff and visiting academics. (This may involve liaising with the Ministry of Education to arrange for notification regarding visiting researchers.)
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- vii. Negotiating with staff responsible for timetabling lectures etc to find a time in the week when all staff could be free to attend workshops etc.
- viii. Lobbying for the provision of a dedicated seminar room which can be booked for workshops /seminars etc.
- ix. Negotiating with head of schools for active researchers to have some relief from teaching to enable them to conduct research.
- x. Encouraging and supporting joint research projects with staff at other universities.
- xi. Administering a research scholarships program and establishing a data base of potential scholarships offered by international universities.
- xii. Administering a program to fund visiting research scholars

Leadership

- i. Formulates strategic direction and plans for the Research Department
- ii. To represent the Research Department on Campus and to the local community
- iii. Manages and provides leadership in all operational functions of the Department
- iv. Analyses the Department's needs and articulates them to the University Executive.
- v. Provides timely and appropriate advice on all matters of the Department to senior management and the Vice Chancellor to the Council.
- vi. Leads the development and direct the implementation of strategies and plans for the Department to enable the effective development and delivery of programs and plans.
- vii. Provides timely monthly reports to the Pro Vice-Chancellor (Academic) and other reports as and when requested.

Business Planning Reporting and Financial Management

- (a) Seeking and administering funds to support research.
 - i. Prepare and monitors and revises the research budget ensuring that all activities are done within budget.
 - ii. Administering the annual SINU research grants program including disseminating information about the research grant application process, arranging peer review of applications, awarding research grants, monitoring progress of research projects, administrating the research grant funds.
 - iii. Seeking external funds to support research activities at SINU. (This will involve liaising with government departments and local businesses, as well as developing a wide knowledge of other potential sources of funds by using, for example, Grant maker directories; philanthropy data bases etc.)
 - iv. Disseminating information to SINU staff about potential sources of funding when grant applications are called for by various external agencies and assisting with the preparation of grant applications.
 - v. Administering a program to fund conference attendance (with preference given to people who are presenting papers or posters) and exploring opportunities for conference funding from various professional bodies and conference organizers.

	<p>Quality Assurance</p> <p>i. Evaluation of Research program. Carry out evaluation on the research program and its effectiveness and make suggestions and recommendations for future improvements of the program.</p>
<p>Dimensions</p>	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • Creates policies, processes and procedures for the Research Department in accordance with relevant SINU regulations and legislation. • Resolves problems affecting the provision of services for staff and students in accordance with University regulations. • Identify opportunities for the strategic development of the Research Department through the development of new partnerships and business networks. <p>Resource management</p> <ul style="list-style-type: none"> • Manages the Research Department's budget and resources. • Participates proactively in both yearly and long term strategic planning • Participates in the management of quality, audit and other external assessments and acts on recommendations and findings • Manages a team of employees in accordance with University regulations <p>Working Environment</p> <ul style="list-style-type: none"> • Takes responsibility for conducting risk assessments and reducing workplace hazards. Ensures a safe working environment • Engages in continuous professional development and ensures the development of the department. • Understands and applies the principles of equality of opportunity in an academic context. <p>Decision Making Authority</p> <ul style="list-style-type: none"> • Allocates departmental work load and manages team performance • Resolves staff and stakeholders complaints • Provides advice to Management and Stakeholder on matters affecting the department • To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own 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>The Minimum Qualification Requirement for this positions is: required</p>	<p>Relevant PhD Qualification or relevant Master's degree with at least 6 years relevant industrial experience, OR a relevant high quality Post-Graduate Diploma with 8 years post-PGD relevant industrial experience, OR a relevant high quality Bachelor Degree with at least 10 years post-degree relevant industrial experience.</p>

Terms and Conditions	The position of Director is for three (3) years under an employment contract. The contract is renewable subject to good performance. The salary package comprises cash payments and allowances and a Housing support based on the SI National University Salary Structure for the Director Level position. A superannuation of 7.5% of basic salary is also paid into the national superannuation fund.
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