



## **Job Description: Pro Vice Chancellor (Corporate)**

<b>Department:</b>	Office of the Vice Chancellor
<b>Position Title:</b>	Pro Vice Chancellor (Corporate)
<b>Classification:</b>	Senior Executive
<b>Responsible to:</b>	Vice Chancellor
<b>Positions/Offices Supervised:</b>	<ol style="list-style-type: none"><li>1. Manager Property and Campus Management</li><li>2. Manager Business Investment and Commercial Services</li><li>3. Manager Information, Communication and Technology</li><li>4. Planning &amp; Development</li><li>5. University Security</li><li>6. Pacific Games</li><li>7. Technology, Industrial &amp; Commercial Park</li><li>8. Arts Village</li><li>9. Marketing &amp; Public Relations</li></ol>

### **Job Purpose**

The Pro-Vice Chancellor (Corporate) is a key senior executive position within the University's senior management team. The Pro VCC supports the Vice Chancellor in providing strategic direction and leadership to the University, to ensure the governance, management and administration of the Schools, Centers and Institutes and support Departments of the University are efficiently and effectively managed.

The Pro VCC has a hands-on function that is critical to the effective functioning of the university's corporate strategy. The Pro VCC provides strategic leadership on key issues and oversees the work of key managers responsible for progressing both the technical and corporate outcomes of the University. The Pro VC-C has specific responsibilities for the direction, leadership and strategic oversight of key corporate areas including but not limited to:

- a) Infrastructure and facilities development activities that support the University's academic programs and overall corporate support of the University.
- b) Strategies and Developments in positioning the University to become self-sufficient through Investment and business opportunities to expand the University's revenue base
- c) Ongoing developments of the University's Information, Communication and Technology to build the University's ICT capacity and capabilities to support the university's overall ICT needs and requirements.

- d) Planning & Development.
- e) Security of University properties, facilities, staff, students and visitors to SINU
- f) Protection and advancement of SINU's interests in relation to developments and activities relating to Pacific Games.
- g) Development of the University's Technology, Industrial & Commercial Park.
- h) `Development and vibrancy of the Arts Village
- i) The promotional and marketing activities and programs of the University that exhibits the corporate image of SINU in the Solomon Islands, the region and internationally, which protect and advance the interests of the University, and which provides all the necessary information to students, parents, prospective students, staff, and all stakeholders.
- j) Represent and act for the Vice-Chancellor as and when required.

### **Primary Roles and Responsibilities**

1. Take a leadership role in the formulation of strategic & corporate plans and to ensure that such plans have forward looking and realistic goals and objectives that can be achieved successfully by the University;
2. Advise and ensure that the respective managers in the corporate services align their plans and activities to the University's overall Strategic Plan;
3. Provide strategic leadership, administrative management and development of the University's corporate policies, guidelines and plans;
4. Provide direction, advice, and support in developing the infrastructure and facilities of the University;
5. Provide direction, advice and support in ensuring that the University expands its revenue base through investment and commercial activities;
6. Provide direction, advice and support on the ongoing development of information and communication technology of the University;
7. Work in collaboration with key departments including Planning, Property, Project Finance manager on all project related activities within the University to ensure that these activities are accomplished according to plans.
8. Ensure that the University properties, facilities, staff, students and visitors are always secure about their presence on SINU properties.
9. Work with the Government and stakeholders to ensure that SINU interests are protected and advanced in developments and activities relating to the Pacific Games.
10. Work to implement the University's Technology, Industrial & Commercial Park.
11. Ensure that the Arts Village becomes a vibrant entity of SINU
12. Provide direction, advice and support in promoting and marketing the activities, programmes and achievements of the university;
13. Provide direction, advice and support in establishing developing a range of on-campus services to staff and students;
14. Assist in providing advice to the University in relation to establishing, developing maintaining collaborative links with industry and stakeholders;
15. Promote and maintain a collegial culture within the University;
16. Ensure the existence of 'best employer' practice and ensure equal employment opportunities thereby attracting, developing and retaining high calibre staff;

17. Provide strategic leadership to promote and ensure prudent and effective utilisation of University resources to achieve university objectives and ensure both legal and regulatory compliance;
18. Ensure sound financial management through best practice in budgeting, monitoring, control and reporting systems, and in compliance with the University's Finance Policies
19. Provide annual appraisal reports of the Managers in the Corporate Services Divisions;
20. Ensure proper reporting and accountability through the Vice Chancellor to the University Council in relations to corporate services

*Note: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Pro VCC and the University Council as part of the performance development and management process.*

### Person Specifications

#### 1. Qualifications:

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

#### 2. Knowledge & Experiences

- a. Essential:
  - i. At least a 10-year post-Masters qualification experience in senior management of an academic institution or the corporate sector or public sector, where the direct portfolio responsibility involves managing and/or planning of funds of over SBD100m and assets of a minimum value of SBD300m.
  - ii. Demonstrated experience of managing a complex organisation, with responsibility for strategic planning, people management, financial and other resources
  - iii. A high level of financial astuteness and commercial competence demonstrated through successful management of substantial responsibility in the past, including in Finance and Budgeting
  - iv. Quality experiences in initiating, supporting and promoting appropriate change; inspiring staff commitment to change, and managing staff through change management processes.
  - v. Demonstrate consultative and inclusive management experiences in situations involving complex group dynamics;
  - vi. A high level of conceptual and analytical abilities and skills; demonstrated experience in using electronic technology for work.
  - vii. Extensive experience in representing organisations externally, including in corporate, regional and multinational institutions.
  - viii. High level and demonstrated experience in negotiation of funding and donor support.
- b. Desirable:
  - i. Experience in academia and/or management of a new University at the senior management level
  - ii. Hands-on experience in managing and/or dealing with a managing the corporate sector.

- iii. Commitment towards inspiring and motivating SINU staff to realising their potential and embracing SINU's goals and objectives.

Functional Relationships	
Internal	External
<ul style="list-style-type: none"><li>• University Council</li></ul>	<ul style="list-style-type: none"><li>• University business partners</li></ul>
<ul style="list-style-type: none"><li>• Vice Chancellor</li></ul>	<ul style="list-style-type: none"><li>• University stakeholders</li></ul>
<ul style="list-style-type: none"><li>• Deans, Directors and Managers</li></ul>	<ul style="list-style-type: none"><li>• University community</li></ul>
<ul style="list-style-type: none"><li>• Various University Committees</li></ul>	<ul style="list-style-type: none"><li>• Non Government Organizations</li></ul>
<ul style="list-style-type: none"><li>• Staff Associations</li></ul>	<ul style="list-style-type: none"><li>• Donor partners</li></ul>
<ul style="list-style-type: none"><li>• Staff</li></ul>	<ul style="list-style-type: none"><li>• International Embassy's</li></ul>