



## **Solomon Islands National University**

### **Job Description – Pro-Vice Chancellor (Academic Support Services)**

<b>Division:</b>	Office of the Vice Chancellor
<b>Position Title:</b>	Pro-Vice Chancellor (Academic Support Services)
<b>Classification:</b>	Executive
<b>Positions Supervised:</b>	Manager Student Academic Services, Manager Course and Curriculum Development, Manager University Research and Consultancy, Manager Distance and Flexible Learning, Manager University Library
<b>Supervisor:</b>	Vice Chancellor

#### **Position Overview**

The key role of the Pro-Vice Chancellors is to support the Vice Chancellor to provide strategic direction and leadership to the University to ensure the academic excellence, governance, management and administration of the Schools, Centres and Institutes and Support Divisions of the University are efficiently and effectively managed.

As prescribed under Section 30 (2) of the Solomon Islands National University Act 2012, the Pro-Vice Chancellor is a member of the Senior Executive of the University with specific responsibilities for leadership and oversight of:

- a) Strategies to improve academic management in a dynamic and competitive sector
- b) Infrastructure and maintenance issues in support of academic activities
- c) Financial and budget issues within schools
- d) Human Resource Management and Industrial relations relating to academic activities
- e) Occupational Health and Safety and equal opportunities offices; and
- f) Represent and act for the Vice-Chancellor as and when required.

## Primary Roles and Responsibilities

The Pro-Vice Chancellor (Academic Support Services) shall be responsible to the Vice Chancellor and shall be responsible for the following:

1. Take the leadership role in the formulation of a master academic plan and to ensure it is translated into appropriate, ambitious and realistic goals and objectives that can be achieved successfully by the University;
2. Ensure that academic support activities are aligned with the University's Strategic Plans;
3. Foster and advocate strategic change and development in course work programs, teaching and learning and student academic affairs;
4. Work in collaboration with the Pro-Vice Chancellor (Planning and Development) on all project related activities within the University to ensure that these activities are accomplished according to plans.
5. Provide strategic leadership, administrative management and development of the University's academic policies and guidelines according to the roles and functions of the University;
6. Promote models and modes of delivery and behaviour to encourage the further enhancement of the quality of all academic programmes and services to students and other stakeholders;
7. Promote and support quality teaching and learning within the University to ensure it is comparable to internationally recognized academic and professional standards;
8. Maintain and develop external, institutional links with a range of national, regional and international academic institutions and other organisations;
9. Promote the development and strengthening of distance and flexible learning mode at the University;
10. Ensure the establishment and maintenance of proper student registration and academic record systems;
11. Ensure the development and strengthening of up to date library facilities and services;
12. Develop a strategy through the institute or centre responsible for industrial development within the University for the purposes of developing and strengthening technical, vocational education and training;
13. Promote and strengthen quality and relevant research and development and consultancy services within the University;
14. Foster and uphold the values of academic freedom, excellence, equity and accountability;
15. Ensure the existence of 'best employer' practice and ensure equal employment opportunities thereby attracting, developing and retaining high calibre staff;
16. 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;
17. Ensure sound financial management through best practice in budgeting, monitoring, control and reporting systems, and in compliance with the University's Financial Instructions;



18. Provide annual appraisal reports of the Managers in the Academic Support Services Divisions;
19. Ensure proper reporting and accountability through the Vice Chancellor to the University Council in relations to academic support services.

## **Skills and Requirements**

### **The appointee must have:**

1. a strong commitment to academic values, and the possesses the ability to apply intellectual processes within the university framework in a well defined and coherent manner;
2. a high level of financial astuteness and commercial competence demonstrated through successful management of substantial responsibilities in the past including finance and budgeting;
3. a sound understanding of public policy processes and extensive experience in working within a governing body, and an academic institution;
4. successfully managed a complex organisation including responsibility for strategic planning, people, finances and other resources;
5. represented an organisation externally and articulated its goals and objectives to key stakeholders;
6. a sound knowledge and understanding of interdisciplinary teaching and learning philosophies;
7. the ability to develop and communicate a clear, inspiring and relevant vision and direction for the University;
8. a strong commitment to seek and accept challenges and opportunities;
9. the ability to initiate, support and promote appropriate change and inspire in staff commitment to change, and manage staff through complex change processes;
10. commitment to inspire and motivate students and staff to realise their potential and embrace SINU's goals and objectives;
11. the ability to demonstrate a consultative and inclusive management style in situations involving complex group dynamics;
12. the ability to demonstrate a clear and effective two-way communication style with a wide range of people and situations;
13. the ability to persuade, influence and negotiate with others, as well as commitment to seek informed advice from others;
14. the ability to create and maintain an environment of open communication and cooperation;
15. the ability to establish, develop, and maintain trust, respect, and positive working relationships with staff at all levels, and among a wide variety of stakeholders;
16. the ability to demonstrate a high level of cultural awareness and sensitivity, and a commitment to accommodating Solomon Islands' values and principles into the University's processes and practices to ensure the University's responsiveness to Solomon Island's multicultural diversity;
17. a high level of conceptual and analytical abilities and skills;
18. ability to understand the implications (social, economic, financial, political) of decisions made;

19. the ability to think creatively and innovatively, and a commitment to excellence;

## Qualification and Experience

**The appointee must possess:**

1. a doctorate degree that supports the requirements of this position;
2. an outstanding academic or professional employment record;
3. a minimum of 5 (five) years tertiary environment experience in a senior administrative leadership role (for example at the level of Pro-Vice Chancellor or equivalent level);
4. a minimum of 10 years in teaching with significant experience in research and educational administration;
5. strong problem-solving skills combined with a proven track record on implementation of plans and strategies;
6. strong interpersonal, communication and organisational skills and integrity.

## Key Performance Indicators

1. The Pro-Vice Chancellor (Academic Support Services) is responsible to drive the development and management of the plans relating to the University's Academic Support Services;
2. The Pro-Vice Chancellor (Academic Support Services) shall among other duties focus on the following key tasks, means and indicators to fulfill the roles and responsibilities.

No:	Key Tasks	Means	Indicators
1	Take lead role in the formulation, coordination and implementation of the University's academic plan on an annual basis.	Work in partnership with the Deans of Schools and Managers.	Academic plan developed, implemented and reported on.
2	Take a leading role in developing the academic policies and guidelines of the University.	In consultation with Senior Management and other relevant stakeholders.	Policies and guidelines in place.
3	Take a leadership role in the review and development of course programmes and the production of quality teaching and learning materials.	In consultation with Schools, Centres and Institutes.	Courses reviewed and developed. Quality learning and teaching materials produced.
4	Work in collaboration with the Pro-Vice Chancellor (Planning and Development) on all project-related	In collaboration with Pro-VC ( Planning and Development) Senior	Project activities accomplished as planned.

	activities within the University to ensure that these activities are accomplished according to plans.	Management and other relevant stakeholders.	
5	Promote and develop links with recognised national, regional, and international institutions.	In consultation with Schools, Centres and Institutes.  In consultation with national, regional and international institutions.	Links established and professional relationships developed.
6	Ensure the establishment and maintenance of proper student registration and academic record systems.	In consultation with Schools, Divisions, students and relevant stakeholders	Academic and registration systems established and operational.
7	Promote and develop strategies to strengthen quality and relevant research, development and consultancy.	Consult and discuss with Schools, staff and stakeholders.	Research policy reviewed, research workshops conducted, staff research conducted, research culture established and developed, Research partnership established and developed through institutional links, quality research results published.
8	Promote the development and strengthening of Distance and Flexible Learning (DFL) mode.	In consultation with Schools and other relevant internal and external stakeholders.	Effective DFL mode established and operational
9	Provide advice on strategy to develop and strengthen technical, vocational education and training.	Consultations with relevant Schools, Centres, Institutes and stakeholders.	Qualification framework pathway established and operational.  Policy on Recognition of Prior Learning (RPL) established and operational.
10	Ensure the development and strengthening of up to date library facilities and services.	In collaboration with Library manager, Schools, staff and external stakeholders.	Library facilities and services developed, enhanced and operational.



11	Annually review the performance of Managers and staff in the Academic Support Services.	Performance interviews and reviews	Reviews done annually
12	Provide relevant reports to the University Council and government through the Vice Chancellor as and when required.	Coordinate reports from all Academic Support Services.	Relevant reports prepared and presented to the University Council.

.....End.....