

JOB DESCRIPTION

Title	Assistant Lecturer in Agribusiness Management
Institute/Department	Faculty of Agriculture, Forestry and Fisheries (FAFF)
Reports to	Dean FAFF
Location/Campus	Kukum Campus, Honiara

Summary

Knowledgeable in soils, crop plants, animal science, farm management, environmental subject areas climate & pollution, chemistry, and biology-related subject areas. Responsible for the control of farm assets, properties, farm records, farmhands, and farm operations. Conducting stock take at the end of academic semesters and reports to the Head of Agriculture Department and Dean. Must be responsible for the tool's stock replacement and purchase. Supervise all students' garden practicals and exercises, assist lecturers in setting up field demonstrations, and prepare tools & equipment for demonstration, and collect 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 advise lectures on needed tools, equipment stocks, missing or broken and to place a new order. Responsible for doing 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

Teaching and Learning

- To be responsible for planning the farm as a teaching farm for students' learning and academic staff research activities
- To keep good reliable sales records and make deposits to the appropriate office
- To assist lecturers on-field practicals 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 practically when needed
- To organize students' garden plots for practical
- To check on farm hands responsible for ensuring 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 is 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

Research

- To assist with research activities carried out by academic staff on farm premises related to advancing your functions and responsibilities as farm management
- To pursue research project as seen appropriate

People Management and Teamwork

- 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' practicals or assignments where appropriate
- To participate in teams within specific areas of responsibility

Student & staff counselling

- 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 of 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

Problem solving and impact

- To resolve problems affecting the delivery of courses in accordance with 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.
- To understand and apply the principles of equality of opportunity in an academic context.

Measures of effectiveness,

- 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

- To adhere to the University 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 University
- To undertake other such other duties as may be reasonably expected.
- To provide a healthy and comfortable working environment

Decision Making Authority

- Resolution of student/staff complaints
- Provision of advice to staff
- Allocation of workload for area
- Development and management of budget for yearly training delivery requirements

Qualifications required

Bachelor's Degree in Agriculture with 3 years of field experience or Post Graduate Diploma in the Agriculture field with 5 years of experience.

Experience

Essential to the position:

- 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)

Desirable for the position

- Have experience of working with students and a big group of workers
- Have good solid field experience working with both animals and crop
- Have 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.

Terms and Conditions

The position is for five (5) years under an employment contract. Remunerations and benefits will be decided according to SINU Salary Level for Officers under the Teaching Stream. The contract is renewable subject to good performance.