

## JOB DESCRIPTION

<b>Title</b>	Assistant Lecturer in Agroforestry/ & Forest Health and Protection
<b>Institute/Department</b>	Faculty of Agriculture, Forestry and Fisheries (FAFF)
<b>Reports to</b>	Dean FAFF
<b>Location/Campus</b>	Kukum Campus, Honiara

### **Summary**

Expert in the area of Teaching Environmental Science related units by conducting theory, tutorial, and practical classes of the Bachelor, Diploma, and Certificate Students. Developing course materials for Environmental Science-related unit contents reviewing the current program and developing new programmes. Supervising the research work of students, developing new research projects for National and International funding, and supervising the research work of the projects. Guiding project research and students' research work. Be a team player and be able to provide supervision to students' research to lead independent research work.

### **Main Duties and responsibilities**

#### Teaching and Learning

- To deliver learning instructions, and prepare lesson plans in the area of Environmental Science.
- To lead the review of course content and materials of course outline in the area of Environmental Science regularly; updating and refining it to ensure that it is of international standards and applicable to the Solomon Islands and Pacific context.
- To develop and apply innovative and appropriate teaching techniques and materials that create interest, understanding, and enthusiasm amongst students.
- To transfer knowledge including practical skills, methods, and techniques to students.
- To ensure that course design and delivery comply with the Quality Standards and Regulations of the University.
- To supervise student projects, field trips, and, where appropriate, placements.
- To participate in the Faculty Distance and Flexible Learning (DFL) Education and Outreach Programs and to design DFL materials in the area of GIS & Remote Sensing.
- To write and prepare question papers mark assignments and examinations and provide feedback to students promptly.
- To ensure that the teaching content and methods of delivery are equal opportunities, and respond to issues relating to staff and student needs.

#### Research

- To determine relevant research objectives and prepare research proposals.
- To assist in the implementation of funded projects for the faculty.
- To identify sources of funding and carry out research in area of expertise.
- To write or contribute to publications or disseminate research findings.
- To make presentations or exhibitions at national and international conferences and other similar events.
- To maintain current professional knowledge.
- Be competent with statistical software and other analytical tools in your area of expertise.
- To supervise students' research projects in their area of expertise; provide feedback to students and support in statistical analysis.
- Conduct "research that matters" to farmers and FAFF stakeholders; providing the necessary link between FAFF and relevant stakeholders.

## **Teamwork**

- To develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.
- Regular contact and liaison with students to teach and provide support.
- To coordinate the work of others to ensure that courses are delivered effectively, and/or organize the work of a team by agreeing on objectives and work plans.
- To act as a personal mentor to students.
- Be able to carry out a coordination role for selected programs when required.

## **Student & Staff Counselling**

- To be responsible for dealing with referred issues for students within their educational programs.
- To act as a personal tutor, giving first-line support.
- To provide first-line support for students, referring them to sources of further help if required.
- To monitor student performance by requesting feedback and providing advice.
- To maintain the health and safety measures in programs and the University as a whole.

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## **Dimensions**

### **Problem-solving and impact**

- To resolve problems affecting the delivery of courses by 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,**

- Class quizzes, practical exercises, exams, and course results.
- Teaching notes, aids, and equipment designed and developed.
- Examination papers produced.
- Course Outline completed/reviewed
- Research reports and publications produced.
- Course Results, student attendance, Morale, and feedback
- Valid and reliable discussions and decisions in meetings and consultations.
- Training facilities and resources improvements
- New materials, tools, machines, and ideas for training purposes.
- Exams results, evaluation reports from students, Feedback from industry.

### **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**

Relevant Master's Degree or Postgraduate diploma in forestry with a minimum year of teaching experience are eligible for the Assistant Lecturer Position.

### **Experience**

#### **Essential to the position:**

- Wide breadth and depth of specialist knowledge in own area of expertise.
- Understanding of different teaching and learning methods.
- Computer proficiency in standard packages (word processing, e-mail, internet use, spreadsheets).
- Competency in the use of statistical packages in one's area of expertise.
- Working experience for a Bachelor's degree holder in the area of Environmental Science or other related field is necessary.

#### **Desirable for the position:**

- Experience in conducting quality research in a particular specialization and publishing in recognized journals.
- Experience in developing research proposals and implementing research, and other academic-related projects.
- Ability to collaborate with other Universities and relevant stakeholders.
- Master /Postgraduate/ Bachelor degree holder must have 1 year of Teaching experience in the desired field or related field.

**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.