



Job Description

Title	Lecturer- Nutrition
Faculty/School	Faculty of Nursing Medicine & Health Sciences
Category	Academic
Reports to	Senior Lecturer -HOS
Location/Campus	Kukum Campus Honiara
Summary of Duties	Masters own subject area; assists in Course Development, plans & delivers learning experiences to meet course objectives, develops instructional materials; involves in Student Consultations; Assess and maintains students records; liaises with local business/clients; carry out research and involves in distance education. May be responsible for heading a department.
Main Duties and Responsibility	
Key Task	<p>Document key tasks in the following sections where they apply.</p> <p>Teaching and learning</p> <ul style="list-style-type: none"> - Delivers learning experiences to acquire new specific knowledge and skills. - Develop instructional materials to ensure learning experiences are meaningful and to assist the learning process. - Develops own subject area to increase and improve subject contents. - Writes, prepares and marks assignments, tests and examinations in order to confirm the learning process has taken place and further to ascertain the degree of learning that has occurred. To recommend for awards or further studies. - Assist in course development to develop skills in course development and have ownership of courses. - Carry out student consultations to assess and identify students learning needs in order to assist students in their academic work. <p>Research and consultancy.</p> <ul style="list-style-type: none"> - To improve the knowledge and skills in Public Health Nursing. - To be able to learn more about things, people, and events - To be able to make smart decisions. - It presents more information for an investigation. - This allows for improvements based on greater information and study.

	<p>People management and teamwork.</p> <ul style="list-style-type: none"> - Increased employee engagement, teamwork, productivity, and management skills. - A greater variety of complex issues can be tackled by pooling expertise and resources - Problems are exposed to a greater diversity of knowledge, skills and experience - The approach boosts morale and ownership through participative decision-making - Improvement opportunities that cross-departmental or functional boundaries can be more easily addressed - The recommendations are more likely to be implemented than if they come from an individual. <p>Business planning, reporting and management.</p> <ul style="list-style-type: none"> - Provide your mission statement. - Describe the facilities (office) and the number of employees. <p>Quality Assurance and customer satisfaction.</p> <ul style="list-style-type: none"> - Proactive in delivering up-to-date teaching and learning resources for students.
Dimensions	<p>Document key tasks across the following dimensions.</p> <p>Problem-solving and impact</p> <ul style="list-style-type: none"> - 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 for 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. <p>Working Environment</p> <ul style="list-style-type: none"> - 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. <p>Decision-making Authority</p> <ul style="list-style-type: none"> - Resolution of student/staff complaints - Provision of advice to staff <p>Allocation of workload for direct reports</p>

Key Performance Indicators General Responsibility	<p>Document the ways the job will be evaluated? How Will you know it is effective and the incumbent is doing their job?</p> <ul style="list-style-type: none"> • To adhere to the University'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
Qualifications required	Postgraduate Diploma or Master's Degree in Nutrition or relevant field plus Teaching Certificate. Must have ten (10) years of teaching experience and Course leadership experience.
Experience	<p>Essential to the position:</p> <ul style="list-style-type: none"> • "10" years of experience • breadth and depth of specialist knowledge required • Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
Term	The position is for five (5) years under an employment contract.The contract is renewable subject to good performance.

