

JOB DESCRIPTION FOR LECTURER IN NAUTICAL STUDIES

Title:	Lecturer in Nautical Studies
School/Division:	Solomon Islands Maritime College (SIMC)
Reports to:	Director Solomon Islands Maritime College (SIMC)
Location/Campus:	SINU, Ranadi Campus

1. SUMMARY OF DUTIES

This position requires an individual with expertise in their subject area. The role involves assisting in course development, planning and delivering learning experiences that align with course objectives, and developing relevant instructional materials. The successful candidate will also be responsible for student consultations, assessment, maintaining student records, and supervising student placements.

Furthermore, the role includes the training of seafarers in accordance with the International Maritime Organization (IMO) Standards of Training, Certification and Watchkeeping for Seafarers (STCW) Code 1978, as amended. The position also ensures that the department fully complies with both SINU academic policies and Solomon Islands Maritime Authority (SIMA) requirements.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Teaching, learning and administration

- Oversee the Nautical Studies Department as Head of Department (HOD), ensuring effective management of both academic and administrative functions.
- Deliver instructional content and prepare detailed lesson plans for all assigned courses.
- Compile and manage class enrolment lists for all units.
- To have an expert knowledge of the entire syllabus' curriculum.
- To assist in the review of course content and materials regularly, updating when required.
- 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 ensure that course design and delivery comply with the quality standards and regulations of the College.

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- Supervise student projects, field trips, and, where appropriate, placements.
- Participate in the school's Distance Education and Outreach Programs.
- Prepare, administer, and mark assignments and examinations, and provide constructive feedback to students.
- To ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.
- To monitor and maintain print stock level and current master copies for print

2.2. Research

- Determine relevant research objectives and prepare research proposals.
- Assist in externally funded projects.
- Identify sources of funding and conduct research aligned with the core objectives of the College and University.
- Write or contribute to publications and disseminate research findings.
- Present at national and international conferences, exhibitions, and similar events.
- Maintain up-to-date professional knowledge and skills.

2.3. People Management and 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.
- 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.
- To participate in teams within specific areas of responsibility.

2.4. 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 colleagues, referring them to sources of further help if required.
- To monitor course and student performance by requesting feedback and providing advice

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- To maintain Health and Safety in programs and the College as a whole.

3. DIMENSION

Problem Solving and Impact

- To resolve problems affecting the delivery of courses per the College's 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

4. 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.

5. 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.

6. DECISION-MAKING AUTHORITY

- Resolution of student/staff complaints
- Provision of advice to staff
- Allocation of workload for direct reports

7. MEASURE OF EFFECTIVENESS

- Class quizzes/tests, 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 Units or Modules for distance education taught, supervised and reviewed
- Course Results, Student's Attendance, Morale and Feedback

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- Valid and reliable discussions and decisions in meetings and consultations.
- Training facilities and resource improvements.
- New materials, tools, machines and ideas for training purposes.
- Exams results, evaluation reports from students, Feedback from industry.

8. 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

9. MINIMUM QUALIFICATIONS REQUIRED

9.1. Educational Background

- The candidate must possess a Class 2 (two) Mate / Master STCW Foreign Going Certificate of Competency (CoC) or higher, other management/leadership qualifications as well as a teaching or instructor's certificate, will be an advantage.

9.2. Professional Experience

- More than 5 years of teaching experience.
- Wide breadth and depth of specialist knowledge in own area of expertise.
- Understanding of different teaching and learning methods.
- Good communication skills.
- Good at demonstration skills.
- Fluent in speaking and writing English.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets).

10. DESIRABLE FOR THE POSITION

- Experience in conducting quality teaching in a particular specialism.
- Experience in developing and implementing research objectives, projects and proposals



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- Experience in collaboration with the University and industry colleagues when developing new curricula
- Experience in consultancy work with national, regional and international organizations

TERMS AND CONDITION

- The position is for five (5) years under an employment contract. Remunerations and benefits will be offered according to the SINU Salary level for Senior Lecturers under the Teaching Stream. The contract if renewable is subject to good performance.