



JOB DESCRIPTION FOR ASSISTANT LECTURER IN NAUTICAL STUDIES

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

1. SUMMARY OF DUTIES

This position requires a person who is an expert in their subject area. The role involves assisting in course development, planning and delivering learning experiences that meet course objectives, developing instructional materials, engaging in student consultations, assessing and maintaining student records, and supervising student placements. The candidate will also be responsible for training seafarers in accordance with the International Maritime Organization (IMO) Standards of Training, Certification, and Watchkeeping for Seafarers (STCW) Code 1978, as amended.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Teaching, learning

- To deliver learning instructions, prepare lesson plans,
- To develop all enrolled class lists.
- 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.
- To supervise student projects, field trips and, where appropriate, placements.
- To participate in the school Distance Education and Outreach Programs.
- To write, prepare and mark assignments and examinations and provide 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.

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2.2. Research

- To determine relevant research objectives and prepare research proposals.
- To assist in aided Projects
- To identify sources of funding and carry out research relevant to the basic purposes of the College and University.
- 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 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 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
- 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 in accordance with 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.

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- 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
- 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

- Applicants must hold an Officer of the Watch (OOW) or Class 3 Master Certificate of Competency (CoC) or higher, along with a recognized teaching certificate.



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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.
- 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 according to the SINU Salary level for Lecturer under the Teaching Stream. The contract is renewable subject to good performance.