



Job Description Vice-Chancellor

Division:	Office of the Vice-Chancellor
Position Title:	Vice-Chancellor
Classification:	Executive
Positions Supervised:	Pro Vice-Chancellors, Director Finance, Director Human Resources, Manager- Council /Senate Secretariat, Deans of Faculty
Reports to:	SINU Council

Position Overview

The role of the Vice-Chancellor is to provide strategic direction and leadership to the University, and to position and represent the University nationally, regionally and internationally. The Vice-Chancellor shall ensure the governance, management and administration of the Schools, institutes, centres and Support Divisions of the University are efficiently and effectively managed.

The Office of the Vice-Chancellor is responsible for the overall executive, strategic and operational management overview of the University. The Vice-Chancellor is the Chief Executive Officer of the University as prescribed under the SINU Act 2012, Section 29, as follows:

(1) The Vice-Chancellor shall:

- (a) be the Chief Executive Officer of the University and be responsible to the Council for the conduct of the affairs of the University;
 - (b) have a general responsibility to the Council for managing the University, and for maintaining and promoting the efficiency and good order of the University;
 - (c) report regularly to the Council on the affairs of the University;
 - (d) discharge the affairs of the University subject to the provisions of this Act, regulations and resolutions of the Council.
- (2) The Vice-Chancellor may make regulations in the interest of good governance, ethical standards and the good name of the University in situations of emergencies, and take action on behalf of the University Council that is urgent in nature.
- (3) The Vice-Chancellor may delegate powers of the Vice-Chancellor under this Act or any other written law to an appropriately qualified member of the University's staff or any committee comprising University staff appointed by the Vice-Chancellor for this purpose.

Primary Roles and Responsibilities

The Vice-Chancellor is the Chief Executive Officer responsible for leading and managing the academic and administrative functions of the University:

1. Provide corporate and strategic leadership, management and development in both academic and administrative affairs of the Solomon Islands National University according to the roles and functions of the University as stipulated in the SINU Act;
2. Direct, manage, and advance the growth of the Solomon Islands National University into an internationally recognised institution of teaching, learning, and research, committed to producing highly competent graduates equipped with both theoretical knowledge and practical skills.
3. Lead the establishment and growth of the University, ensuring the formulation and implementation of robust academic and organisational strategies, policies, and plans that align with and advance the University's vision, mission, and strategic objectives.
4. Lead the development and implementation of academic and professional standards, alongside administrative processes and systems, to establish a strong foundation for achieving internationally recognized accreditation standards for the University.
5. Lead and co-ordinate the heads of the University's academic and non-academic functions, ensuring that there is internal capacity and capability to deliver the University's strategic plans;
6. Provide strategic oversight of the University's human resources function, ensuring that workforce plans and HR strategies are fully aligned with the institution's vision, mission, and strategic priorities.
7. Provide strategic oversight of the University's financial management to ensure that budgeting and resource allocation effectively sustain operations, optimise investment outcomes, and enhance institutional efficiency.
8. Oversee and coordinate the functions of established departments and divisions to ensure alignment, collaboration, and effective delivery of the University's objectives.
9. Provide leadership in the development of educational programmes and research activities that are of high academic quality and relevant to the needs of the national economy;
10. Develop, implement and maintain an effective organization structure that is aligned with the strategic objectives of the University;
11. Foster the values of academic freedom, excellence, equity, and accountability;
12. Promote and maintain a collegial culture within the University;

13. Champion's best employer practices and equal employment opportunities to attract, develop, and retain high-calibre staff;
14. Provide strategic leadership in fostering a motivated, high-performing workforce and advancing professional development initiatives to strengthen institutional capacity and staff capability.
15. Provide strategic leadership and promote prudent and effective utilisation of University resources to ensure both legal and regulatory compliance;
16. Ensure the application of sound financial management practices, including best-practice budgeting, monitoring, control, and reporting systems, to achieve and maintain the University's financial stability.
17. Represent the University externally, both within the Solomon Islands and overseas;
18. Carry out important ceremonial and civic duties;
19. Encourage and promote the generation of external income to ensure a secure financial base and financial sustainability;
20. Promote the development of a research culture within the University, through the engagement of university staff in research consultancy services;
21. Oversee and provide comprehensive annual performance appraisal reports for Directors and Managers, ensuring evaluations are objective, consistent, and aligned with the University's strategic goals
22. Provide strategic oversight to ensure the University maintains a robust and effective reporting and accountability framework in accordance with the SINU Act.

Skills and Requirements

The appointee must have:

1. A strong commitment to academic values, and possesses the ability to apply intellectual processes within the university framework in a well-defined and coherent manner;
2. A high level of financial astuteness and commercial competence demonstrated through successful management of substantial responsibilities in the past, including finance and budgeting;
3. A sound understanding of public policy processes and extensive experience in working within a governing body and an academic institution;
4. Successfully managed a complex organization, including responsibility for strategic planning, people, finances and other resources;

5. Proven skill in external representation of a university, effectively engaging and communicating strategic goals and objectives to a wide range of stakeholders
6. Sound knowledge and understanding of interdisciplinary teaching and learning philosophies;
7. The ability to develop and communicate a clear, inspiring and relevant vision and direction for the University;
8. A strong commitment to seek and accept challenges and opportunities;
9. The ability to initiate, support and promote appropriate change and inspire staff commitment to change, and manage staff through complex change processes;
10. Ability to inspire and motivate students and staff, fostering engagement and alignment with the University's goals and objectives;
11. The ability to demonstrate a consultative and inclusive management style in situations involving complex group dynamics;
12. The ability to demonstrate a clear and effective two-way communication style with a wide range of people and situations;
13. The ability to persuade, influence and negotiate with others, as well as commitment to seek informed advice from others;
14. The ability to create and maintain an environment of open communication and cooperation;
15. the ability to establish, develop, and maintain trust, respect, and positive working relationships with staff at all levels, and among a wide variety of stakeholders;
16. The ability to demonstrate a high level of cultural awareness and sensitivity, and a commitment to accommodating Solomon Islands' values and principles into the University's processes and practices to ensure the University's responsiveness to Solomon Islands' multicultural diversity;
17. A high level of conceptual and analytical abilities and skills;
18. Ability to understand the implications (social, economic, financial, and political) of decisions made;
19. The ability to think creatively and innovatively, and a commitment to excellence;

Qualification and Experience

The appointee must possess at least:

1. A doctorate degree (PhD) in a relevant field that supports the requirements of this position.
2. An outstanding academic or professional employment record.
3. A minimum of five years' tertiary environment experience in a senior administrative leadership role (for example, at the level of Pro Vice-Chancellor or equivalent level).
4. A minimum of 10 years in teaching with significant experience in teaching, research and administration.
5. Exceptional problem-solving skills combined with proven track record for the execution of plans and strategies; strong interpersonal, communication and organizational skills; and impeccable integrity.
6. An extensive experience within an academic institution or a relevant corporate business at a leadership level, and be capable of providing strong academic and corporate leadership at an executive management level

Key Performance Indicators

The Vice-Chancellor shall, among all other duties, focus on the following key tasks, objectives and means to fulfill the roles and responsibilities of the position.

Key Tasks	Outcome(s)	Means
Lead the development of the SINU Strategic plan	SINU Strategic Plan developed, discussed and finalised	In consultation with internal and external stakeholders, develop the SINU Strategic Plan
Develop, implement, monitor, and report on the SINU-wide Annual Business Plans. These business plans should lead to effective management of SINU, including the setting and establishment of policies, processes and operational structures for the University and increasing enrolments, courses and services provided to students.	Annual Business Plans fully aligned with SINU's Strategic Plan and national development priorities were developed, monitored and achieved within the set timeframe and reported on.	In consultation with stakeholders, including external stakeholders, develop a SINU Business plan and promulgate it to the

	<p>Use data-driven insights to refine and inform strategies, ensuring academic continuous improvement, in terms of course offerings, an increase in student enrolments, and enhanced student support services.</p> <p>Allocate resources based on data collected.</p>	<p>university for the development of faculties and department Business Planning.</p> <p>Consult with stakeholders and SINU-wide to ensure all relevant operational procedures, manuals, and processes are in place.</p> <p>Consult with stakeholders to identify where enrolments and courses can be increased. In consultation with staff and students, identify where services can be improved</p>
Provide university-wide high-level leadership, direction and support to ensure that SINU is effectively and efficiently managed.	SINU plans, targets and budget are achieved efficiently and effectively.	In consultation with Deans of Faculties, Directors, managers, and external stakeholders, identify areas where efficiencies can be obtained and effective management is in place.

Establish effective management and operational systems.	Improved University operational and management systems that comply with policies and procedures.	Ensure compliance with policies and procedures in consultations with senior management and stakeholders.
Establish effective communication channels and advisory processes with Deans of Faculties.	Effective communication channels are established and operational	Develop a communication strategy to ensure clear lines of communication and effective communication processes are in place for staff and students.
Identify required capital infrastructure and major equipment, and resources needed for the University during the transition and beyond.	Capital infrastructure requirements are identified. Major equipment and resources required by the University are identified and procured.	In consultation with Senior Management on capital infrastructure, major equipment and resources requirements.
Develop and maintain strategic alliances with government, industry and community agencies to promote and enhance SINU's role.	Strategic alliances and working relationships established with government, industry and community agencies.	Consult internal and external stakeholders, e.g. Government and Industry.

Seeking support and assistance from development partners to enhance SINU's capacity and capability.	Funding assistance, scholarship and technical assistance support obtained.	Consult with development partners.
Strategically lead the growth and optimisation of SINU's investment and commercial arm to deliver sustainable revenue streams, strengthen long-term financial sustainability, and ensure alignment with the university's priorities and national development objectives.	SINU's investment and commercial arm achieves sustained revenue growth, reinvests in priority projects, operates under strong governance, and aligns with the University's mission and national development goals	Consult with Senior Management and external stakeholders.
Develop and implement strategic initiatives that support and advance ongoing academic and administrative reforms, facilitating the transition of SINU into a fully accredited university.	Current transitional reforms of SINU to progress in a timely manner.	Coordinate strategic initiatives and reforms according to the Strategic Plan and aligned with the SINU Act.
Provide relevant reports to the SINU Council.	Relevant reports prepared and presented to the SINU council in a timely manner.	Coordinate all reports by all sections of the university through senior management.
Establish international, regional and national partnerships to enhance SINU's standing in the region and beyond and to provide opportunities for cooperative work to the advantage of SINU students and Staff.	Formal links established with International, Regional and National agencies	Consult with senior management to identify appropriate links which will enhance SINU's academic

		standing and integrity.
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