



**JOB DESCRIPTION**

		POS. NO. UNRE SE 005
DEPARTMENT - PNG UNRE	DESIGNATION/CLASSIFICATION : SNR Lecturer (Head of Department)/ Associate Professor	
OFFICE/AGENCY- DEAN OF SCHOOL	LOCAL DESIGNATION SNR Lecturer (Head of Department)/ Associate Professor	
DIVISION- SHOOLOF ENVIRONMENT	HIGHEST SUBORDINATE A/PVC Academic	POS. NO.
BRANCH -KONEDOBU & RABAULOBSERVATORY	IMMEDIATE SUPERVISOR Dean SECC	POS. NO.
SECTION-DEPT. OF ENVIRONMENTAL ENGINEERING	LOCATION - SECC OFFICES - UNRE, KONEBOBU & RABAULOBSERVATORY (FIELD)	

**HISTORY OF POSITION**

DPM FILE NO.	DATE OF VARIATION	DETAILS
NA	NA	NA

**1. PURPOSE**

- a) To implement the instructions of the Vice Chancellor as and when applicable;
- b) To implement the Mission of the University; Mission is to bring to the Pacific Rim community, the benefits of teaching, research, technology transfer and service through the DOA (Department of Agriculture), CCDA (Climate Change Development Authority) and CEPA (Conservation & Environmental Protection Authority) or other affiliation that is working with UNRE or SECC.
- c) To carry out the primary role representing the University and its dealings with external organizations that represent the professional or occupational areas in which the Department makes a major contribution to courses.
- d) To ensure that the functions of the Academic Board of the University is carried out; such as to have control and general regulation, responsible for the maintenance of standards of admission, instruction, education, research and examination.
- e) To provide leadership for and promote excellence in the University's teachings and research areas administered by the Department.
- f) Ensure that the four areas of academia provided by the Department are served; teaching and learning leadership, academic leadership, research leadership and professional leadership.
- g) Ensures that within the Department's professional areas, effective liaison is being maintained with business, government, industry, the professions and the community.

- h) To make sure the academic programmes of the Department are well-planned, organized, implemented and evaluated as required by the Academic Board.
- i) Provide routine academic and administrative tasks involving clients both within and outside of the University.
- j) Encourages and promotes a strong external community input into the Department and its programmes.

## 2. ACCOUNTABILITIES

- a) Ensure that the four areas of academia provided by the Department of Environmental Engineering (DEE) are served; teaching and learning leadership, academic leadership, research leadership and professional leadership.
- b) To make sure the academic programmes of the Department are planned, organized, implemented and evaluated as required by the Academic Board.
- c) Provide effective and efficient leadership administration of the DEE
- d) Ensure that the four areas of academia provided by the Department are served; teaching and learning, academic scholarship, research scholarship and professional scholarship.
- e) Ensure that academic procedures are maintained and observed according to the University rules and by-laws.
- f) Meets at least annually with all staff in joint goal setting and review and monitors the total responsibility allocation of each staff member.
- g) Prepares annually in consultation with staff the strategic plan including the budget for the Department to realize the mission and goals of the University.
- h) Prepares annually in consultation with staff in joint goal setting and review and monitors the total responsibility allocation of each staff member

## 2. MAJOR DUTIES

- a) Report directly to the Dean SECC on all matters dealing with DEE concerns/issues or developments.
- b) Maintain strict reporting protocols with Dean and attend monthly Department Meetings, as required.
- c) Contribute to research publications as a top-priority in high impact factor peer reviewed journals in the Pacific or overseas.
- d) Intermittently instructed to act for the Dean or A/PVC, as required or necessary.
- e) Advises the Dean, PVC Academic or Vice Chancellor as appropriate on all academic matters which are the responsibility of the Department
- f) Assists the Dean, PVC Academic or Vice Chancellor in the development of internal policy on academic and administrative matters.
- g) Meets with the Dean, PVC Academic or Vice Chancellor at least once a year to discuss the Department's strategic plan and review the Department's performance against the plan
- h) Provide guidance to all staff including non-academics, senior and junior academics in preparing and delivering lectures and seminars.
- i) Provide initiative in teaching and learning, academic, research and professional leadership among staff.

- j) Review of curriculum programme of study (Advanced Diploma and Bachelor) as well as DEE modules.
- k) Liaise with persons and organizations both within and outside the University

#### **COURSE ADMINISTRATION AND FUNDING SUPPORT**

- a) Actively seeks out internal (governmental) funds as well as external funding opportunities to fund/finance or bolster programmes or projects in Environmental Engineering; including the successful submission and acceptance of funding for research grants
- b) Contributes to Human Resource Development Review and heralds' important deliberations related to DEE developments that involve external capacity building agencies such as GEF, GCF, British High Commission (BHC), AusAid, NZAid World Bank or other external funding or grant agents or agencies.
- c) Contributed to curriculum and course review or deliberations that involve external capacity building agencies such as CCDA, CEPA, BHC, AusAid, NZAid and World Bank agents.
- d) Appointed Chairperson of University Committees that helped in resolving issues of national importance to do with the UNRE, and other campuses.
- e) Initiate and develop course materials, Advanced Diploma and Bachelor programmes in DEE courses.
- f) Monitor research students and academic staff in promoting research culture
- g) Present research papers at forums, workshops, summits, seminars and conferences. Details in publication and below.
- h) Conduct staff appraisals.
- i) Conducting short courses, depending on availability of time.
- j) Submission of applications for paid consultancy<sup>1</sup>
- k) Policy submission.
- l) School administration and governance. Capacity building.
- m) University administration and governance

#### **4. POSITION AND PERSON SPECIFICATIONS**

##### **(a) QUALIFICATIONS**

- Completion of Doctoral qualification in the relevant discipline (Environmental Engineering, Environmental Studies, Climate Change Adaptation or Mitigation, Social Sciences, Anthropology) or related area and/or equivalent accreditation or standing
- Distinguished level of attainment in two of the four areas of achievement namely teaching performance and leadership, at least one of which must be in teaching performance and leadership or research and scholarship.
- Meritorious level of attainment in the two remaining areas of achievement.
- Equivalent standing can be demonstrated by comparison of attainment in areas relevant to academic employment with the standard attained in a doctoral degree in the relevant discipline area.

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<sup>1</sup> Consultancies are normally handled depending on the availability of time and resources. This is also 60/40 relationship according to UNRE protocols. In other words, 40% remains with UNRE and 60% with consultant.

- (b) **KNOWLEDGE**
- Minimum of 15-20 years' experience in senior or middle management capacity.
  - Familiar with the academic protocols of University (public) administration in PNG
  - Able to administer the budgets within the Department
  - Able to plan capital facilities to ensure usage is optimized and that technology is up to date.
  - Promotes research ethos and consulting activities relevant to the University's mission and goals.
- (c) **SKILLS**
- Implement and administers University policy within the Department, including policy with respect to equitable access to education and employment, health and safety.
  - Arbitrates on all intra-Departmental matters in relevant disciplines.
  - Facilitates intra-Departmental matters in relevant disciplines
  - Encourages all staff to develop and refine teaching skills.
  - Fosters the professional and general development of staff.
  - Conducts formal monthly meetings with Dean SECC and other staff of the Department or School
  - Competency and proficient in Microsoft Office software, telephone and electronic (e-mail, website) management and office procedure presentation
  - Competent in basic information and Communication Technology management
- (d) **WORK EXPERIENCE**
- Excellent command of written and oral communication skills
  - Basic human resource and skill-building, leadership management skills
  - Possess excellent interpersonal skills (e.g. active listening, teamwork, responsibility, punctuality, dependability, leadership, motivation, flexibility and above all, patience).
  - Possess good personal presentation (grooming & dressing)
  - Possess pleasant demeanor and mature personality.
  - Friendly and courteous with a positive attitude
  - Possess good public relations record
  - Ability to withstand high work load pressure and working overtime
  - Well versed with academic issues affecting public institutions and Universities.