

Attachment 3: Position Description of Lecturer 1



**POSITION DESCRIPTION**  
**The University of Papua New Guinea**

<b>DETAILS OF POSITION</b>	<b>POSITION NUMBER:</b> (W/071005)
<b>SCHOOL/OFFICE:</b> Natural & Physical Sciences	<b>CLASSIFICATION:</b> (U02)
<b>DIVISION/STRAND:</b> Earth Sciences Division	<b>POSITION TITLE:</b> (Lecturer 1)
<b>BRANCH:</b> (insert name here if applicable)	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> (U05) PN (W/071019)
<b>SECTION:</b> (insert name here if applicable)	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> (U05) PN (W/071019)
<b>LOCATION:</b> Science 3 Building, Waigani Campus	

**ROLES AND RESPONSIBILITIES OF POSITION**

**PURPOSE**

The Lecturer 1 Level academic is expected to make contributions to the teaching, research, outreach and distance education efforts of the institution, particular at undergraduate and post graduate diploma level and carry out activities to develop his/her scholarly, research and/or professional expertise relevant to the profession or discipline.

**ACCOUNTABILITIES**

- Marking and assessment primarily connected in which the academic teaches
- Course administration and support
- Conducting research with supervision
- Services to the University and external partners, stakeholders and communities

**MAJOR DUTIES**

- Conduct lectures, tutorials, practical classes, demonstrations, workshops and field excursions
- Production of teaching materials
- Consultation with students
- Production and delivery of research projects and papers in seminars and conferences
- Publications in referred journals
- Preparation for higher studies
- Participation in school administration and governance
- Supporting students' extra-curricular activities
- Attending consultation with internal and external students

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**SELECTION CRITERIA**

**TRAINING LEVEL OR QUALIFICATIONS**

- A Master's degree in the Earth Sciences discipline and/or have equivalent qualifications and/or professional experience
- Minimum of three years of teaching, research, outreach and distance education experience
- Contributions towards Earth Sciences learning

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES**

- Long-term goals related to the position
- Major achievements and strengths in the field of Earth Sciences
- Important applications of inclusive work and skills related to the position in teaching, research, outreach and distance education
- Inclusive interaction with support and academic staff and students
- Knowledge of the UPNG Code of Conduct

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**HISTORY OF POSITION - (HR DIVISION OFFICE USE ONLY)**

<b>UPNG FILE NUMBER</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>

**Position Classification Standards**

The Position Classification Standards describe the broad categories of responsibilities associated with academic staff at different levels. The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.

All levels of academic staff can expect to make a contribution to a diversity of functions within the University. Such functions include teaching, research, participation in professional activities, community services and participation in the academic planning and the governance of the University. The balance of the functions will vary according to level and position over time.

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## **LEVEL U2: LECTURER 1**

### **General Standard**

A Lecturer -1 Level academic is expected to make contributions to the teaching effort of the institution, particular at undergraduate and post graduate diploma level and carry out activities to develop his/her scholarly, research and/or professional expertise relevant to the profession or discipline.

### **Specific Duties**

Specific duties required of a Lecturer-1 Level academic map include:

#### **a) Teaching**

- The conduct of lectures, tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions
- Presentation of quality teaching portfolio
- Production of teaching materials
- Production of examination and assessment papers
- Marking and assessment primarily connected with subjects in which the academic teaches
- Acting as course coordinator
- Formal and informal interaction with student on academic matters

#### **b) Research Portfolio**

- Conducting research under supervision of senior academic
- Acquiring skills and knowledge in research methods
- Producing technical and scientific papers
- Presentation of research papers in seminars, conferences
- Publication in referred journal
- Submitting proposal for research grants to outside bodies
- Research base reports

#### **c) Administration**

- Participation in school administration and governance
- Course administration and support

#### **d) Outreach Portfolio**

- Membership to external bodies
- Services to University community
- Supporting students' extra-curricular activities
- Promoting University image
- Coaching and counselling students
- Formal and informal interaction with students on personal and social matters

#### **e) Distance Education**

- Development of skills in developing and delivering courses through distance mode
- Teaching students through distance mode

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A Lecturer-1 Level academic will not be required to teach primarily in subjects which are offered only at Masters level or above. A Lecturer-1 Level academic shall work with support and direction from academic staff classified at Lecturer-2 Level and above and with an increasing degree of autonomy as the academic gains in skill and experience.

**Skill Base**

A Lecturer-1 Level academic will normally have completed a Master's degree in the relevant discipline and/or have equivalent qualifications and /or professional experience. In determining experience relative to qualifications, emphasis will be given to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement.