



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NUMBER:</b> (W/078016)
<b>SCHOOL/OFFICE:</b> Natural & Physical Sciences	<b>CLASSIFICATION:</b> (U01)
<b>DIVISION/STRAND:</b> Centre for Disaster Reduction	<b>POSITION TITLE:</b> (Tutor)
<b>BRANCH:</b> (insert name here if applicable)	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> (U04) PN (W/071002)
<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 Tutor in Geohazards and Risk Management is expected to make contributions to the teaching, research, outreach and distance education efforts of the Centre for Disaster Reduction at the undergraduate level and carry out activities to develop his/her scholarly, research and/or professional expertise to compliment and enrich the existing Centre.

##### **ACCOUNTABILITIES**

- Marking and assessment connected with subject academic teaches
- Participation of course administration
- Services to the University and partners, stakeholders and communities

##### **MAJOR DUTIES**

- Conduct tutorials, practical classes, demonstrations, workshops and field excursions
- Preparation and delivery of seminars
- Consultation with students
- Preparation for higher studies
- Learning of research methods
- Work as research assistant
- Limited participation in School level committee meetings
- Supporting students' extra-curricular activities
- Attending consultation with internal and external students

The Tutor shall work with support and direction from academic staff classified as Lecturer 1 and above and with an increasing degree of autonomy as the academic gains in skill and experience. The most complex levels of subject coordination should not be carried out by the Tutor. The Tutor will normally have completed four to five years of Tertiary study in the Earth Sciences discipline, and particularly Geology, Geohazards and Disaster Risk Reduction, and/or have equivalent qualifications and/or professional experience. In many cases, a position at this level will require an Honours degree, higher qualifications or an extended professional degree.

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**SELECTION CRITERIA**

**TRAINING LEVEL OR QUALIFICATIONS**

- A BSc Hons and/or equivalent qualification in Geology or a related field
- An excellent communication and computer skills
- Eager to learn new and innovative research methods

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES**

- Long-term goals related to the position.
- Major achievements and strengths in the field of Earth Sciences and/or Geohazards
- 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)**

UPNG FILE NUMBER	DATE OF VARIATION	DETAILS

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Attachment 4: Tutor Position Classification Standard from Staff Handbook

**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 U1: TUTOR**

### **General Standards**

A tutor is expected to make contributions to the teaching effort of the institution, particularly at undergraduate 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 of a Tutor may include:

#### **a) Teaching Portfolio**

- Conduct tutorials, practical classes, demonstrations, workshops, field excursions, clinical sessions and/ or studio sessions
- Preparation and delivery of seminars
- Consultation with students
- Marking and assessment connected with subject academic teaches

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

- Preparation for higher studies
- Learning of research methods
- Work as research assistant

#### **c) Administration Portfolio**

- Participation in course administration
- Limited participation in school level committee meetings

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

- Supporting students' extra-curricular activities
- Services to the University community

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

- Attending consultation with external students through e-mail
- Marking and assessment

A tutor shall work with support and direction from academic staff classified at Lecturer 1 and above and with an increasing degree of autonomy as the academic gains in skill and experience. The most complex levels of subject co-ordination should not be carried out by a Tutor.

### **Skill Base**

A Tutor will normally have completed four/five years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or professional experience. In many cases a position at this level will require an honours degree or higher qualification, an extended professional degree.