



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 161005
<b>SCHOOL/OFFICE:</b> School of Business Business and Public Policy	<b>CLASSIFICATION:</b> U3
<b>DIVISION:</b> Accounting	<b>POSITION TITLE:</b> Lecturer II
<b>BRANCH:</b> Accounting Discipline	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> (insert class here) PN (insert approved position number here)
<b>SECTION:</b> (insert name here if applicable)	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> (insert class here) PN (insert approved position number here)
<b>LOCATION:</b> School of Business and Public Policy, Waigani Campus	

#### **ROLES AND RESPONSIBILITIES OF POSITION**

A Lecturer 2 level academic is expected to make contributions to the teaching effort of the institution and carry out activities to maintain and develop his/her scholarly research and/or professional activities relevant to the accounting profession or discipline.

#### **Principal Duties and Responsibilities**

1. Teaching Accounting modules at undergraduate & post graduate levels.
2. Supervision of postgraduate research students.
3. Membership of the Accounting Field Group which reviews and develops the provision of Accounting modules across the School.
4. Active engagement with research and enterprise activities and related income generation.
5. Supervise postgraduate research students

#### ***Teaching and learning support***

1. Design, develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.
2. Review on a regular basis course content and materials, updating when required.
3. Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
4. Ensure that course design and delivery comply with the quality standards and regulations of the university and department.

#### ***Research and scholarship***

1. Engage actively in research and enterprise, carry out independent research and where possible act as principal investigator project leader.
2. Seek to generate research and enterprise funding.
4. Contribute to the development of research strategies.
5. Referee and contribute to peer assessment.
6. Make presentations or exhibitions at national or international conferences and other similar events.

### ***Communication***

- Disseminate conceptual and complex ideas to a wide variety of audience.

### ***Liaison and networking***

1. Lead and develop internal networks for example by chairing and participating in School and Institutional committee.
2. Lead and develop external networks for example with external examiners and assessors.
3. Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

### ***Managing people***

1. Provide academic leadership to those working within programme areas, as course leader or equivalent, by for example co-ordinating the work of others to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans with reference to the Academic Handbook.
2. Contributing to the development of teams and individuals.
3. Act as a personal mentor to peers and colleagues.

### ***Teamwork***

1. Lead teams within areas of responsibility.
2. Help to ensure that teams within the department work together.
3. Participate to help resolve conflicts within and between teams.

### ***Pastoral care***

1. Responsible for dealing with referred issues for students within own educational programmes.
2. Provide first line support for colleagues, referring them to sources of further help if required.

### ***Initiative, problem-solving and decision-making***

1. Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.
2. Make decisions regarding the operational aspects of own educational programme.
3. Contribute to decisions which have an impact on other related programmes.
4. Provide advice on issues such as ensuring the adequate balance of student population, appointment and student and other performance matters.
5. Spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.

### ***Planning and managing resources***

1. Responsible for the delivery of own educational programmes.
2. Contribute through the teams within which you are a member of to the overall management of the department in areas such as budget management and business planning.
3. Be involved through various routes in departmental level strategic planning and contribute to the Institution's strategic planning processes.
4. Plan and deliver research, consultancy or similar programmes within the constraints of resources available.
5. Contribute to the management of quality, audit and other external assessments.

### ***Sensory, physical and emotional demands***

- Balance the pressures of teaching, research and administrative demands and competing deadlines.

### ***Work environment***

- Depending on area of work (e.g. laboratories, workshops, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.

### ***Expertise***

1. Required to be an externally recognised authority in the subject area.
2. In-depth understanding of own specialism to enable the development of new knowledge and understanding both within the field, or through application.

## SELECTION CRITERIA

### Person Specification

FACTORS	ESSENTIAL AND DESIRABLE	ASSESSED BY		
		A	I	T
Education and Qualifications (Essential)	<p>Doctoral (Phd) or Masters qualification in the relevant field</p> <p>Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a 6 month period.</p> <p>Membership of a relevant professional body.</p>			
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.			
Knowledge (Essential)	<p>An in-depth knowledge of specialist subject and professional area.</p> <p>An in-depth understanding of pedagogy</p> <p>An in-depth understanding of research / enterprise and scholarly activity</p>			
Knowledge (Desirable)	National / International recognition in specialist subject and professional area			
Skills and Abilities relating to role (Essential)	<p>Ability to design, develop and deliver a range of programmes at various levels.</p> <p>Ability to review programme design on a regular basis to ensure compliance with quality standards and academic regulations and to make alterations where appropriate.</p> <p>Ability to contribute to the achievement of the School Development Plan and the institutions strategic planning processes.</p> <p>Ability to develop research objectives, prepare proposals, carry out independent research, referee and contribute to peer assessment and bid for research income.</p> <p>Ability to identify opportunities for strategic development / improvement e.g. research projects, new courses, consultancy.</p> <p>Ability to identify (through the analysis of appropriate management information) areas requiring improved performance e.g. student numbers, student satisfaction.</p> <p>Ability to take responsibility for a number of key areas such as Charing and participating in School and Institutional committees, leading projects.</p> <p>Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations or</p>			

	<p>exhibitions at national or international conferences, reports on findings, journal articles etc to a wide variety of audiences.</p> <p>Ability to lead and contribute to the development of teams to ensure effective and productive working relationships.</p> <p>Ability to lead / develop / work collaboratively with a number of internal and external networks, e.g. professional associations, external examiners.</p> <p>Ability to plan workloads and projects and manage resources effectively.</p>			
<b>Skills and Abilities relating to role (Desirable)</b>	A research profile that would make you a contender for inclusion in the forthcoming REF			
<b>Experience paid / unpaid (Essential)</b>	<p>Experience of HE teaching or equivalent.</p> <p>Experience of providing academic leadership and first line support / mentoring for other colleagues.</p> <p>Experience of engaging in pedagogic and practitioner research.</p> <p>Experience of contributing to the development of academic strategies for example, research and enterprise, teaching and learning.</p> <p>Experience of managing performance through the setting, monitoring and review of objectives.</p>			
<b>Experience paid / unpaid (Desirable)</b>	Experience of working within the past 5 – 10 years as an Accounting professional in a Private or Public sector organisation.			
<b>Other Requirements (Essential)</b>	Ability to risk assess and implement policy / strategy in relation to Equality and Diversity, Health and Safety, Quality Standards.			
	Knowledge of the UPNG Code of Conduct.			

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

UPNG FILE NO.	DATE OF VARIATION	DETAILS