



## POSITION DESCRIPTION

### The University of Papua New Guinea

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| <b>DETAILS OF POSITION</b>                              | <b>POSITION NO.:</b> 04/018  |
| <b>SCHOOL/OFFICE:</b> School of Business Administration | <b>CLASSIFICATION:</b> U2 / U3   |
| <b>DIVISION/STRAND:</b> Business Management             | <b>POSITION TITLE:</b> Lecturer in Business Management                         |
| <b>BRANCH:</b> N/A                                      | <b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b><br>Head of Division |
| <b>SECTION:</b> N/A                                     | <b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b>                      |
| <b>LOCATION:</b> SBPP Building, Waigani Campus          |  |

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

##### **Purpose**

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 Business management or discipline.

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

###### **1. Teaching**

- 1.1 The conduct of lectures, tutorials, practical classes, demonstrations, workshops and field excursions;
- 1.2 Presentation of quality teaching portfolios;
- 1.3 Production of teaching materials;
- 1.4 Production of examination and assessment papers;
- 1.5 Marking and assessment primarily connected with subject in which academic teaches;
- 1.6 Acting as course coordinator;
- 1.7 Formal and informal interaction with students on academic matters.

###### **2. Research**

- 2.1 Conducting research under supervision of senior academics;
- 2.2 Acquiring skills and knowledge in research methods;
- 2.3 Producing technical and scientific papers;
- 2.4 Presentation of research papers in seminars, conferences;
- 2.5 Publication in referred journal;
- 2.6 Submitting proposals for research grants to outside bodies;
- 2.7 Research based reports.

###### **3. Administration**

- 3.1 Participation in school administration and governance;
- 3.2 Participation in university administration and governance;
- 3.3 Course administration and support;

**4. Outreach**

- 4.1 Membership to external bodies;
- 4.2 Services to the University community;
- 4.3 Supporting student extra curricular activities;
- 4.4 Promoting University images;
- 4.5 Coaching and counseling students;
- 4.6 Formal and informal interaction with students on personal and social matter.

**5. Distance Education**

- 5.1 Development of skills in developing and delivering courses through distance mode;
- 5.2 Teaching students through distance mode.

**SELECTION CRITERIA**

**Person Specification**

| FACTORS  | ESSENTIAL AND DESIRABLE  | ASSESSED BY |        |
|--|--|-------------|--------|
|  |  | Division    | School |
| <b>Education and Qualifications (Essential)</b>          | <ul style="list-style-type: none"> <li>- Minimum of Masters qualification in the relevant field</li> <li>- Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a 6 month period.</li> <li>- Membership of a relevant professional body.</li> </ul>  |             |        |
| <b>Education and Qualifications (Desirable)</b>          | <ul style="list-style-type: none"> <li>- Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.</li> </ul>   |             |        |
| <b>Knowledge (Essential)</b>                             | <ul style="list-style-type: none"> <li>- An in-depth knowledge of specialist subject like quantitative management, business information system, managerial accounting, elements of business finance.</li> <li>- An in-depth understanding of pedagogy</li> <li>- An in-depth understanding of research / enterprise and scholarly activity</li> </ul>  |             |        |
| <b>Knowledge (Desirable)</b>                             | <ul style="list-style-type: none"> <li>- National / International recognition in specialist subject and professional area</li> </ul>   |             |        |
| <b>Skills and Abilities relating to role (Essential)</b> | <ul style="list-style-type: none"> <li>- Ability to design, develop and deliver a range of program at various levels.</li> <li>- Ability to review program design on a regular basis to ensure compliance with quality standards and academic regulations and to make alterations where appropriate.</li> <li>- Ability to contribute to the achievement of the School Development Plan and the institutions strategic planning processes.</li> <li>- Ability to develop research objectives, prepares proposals, carry out independent research, referee and contribute to peer assessment and bid for research income.</li> <li>- Ability to identify opportunities for strategic development / improvement e.g. research projects, new courses, and consultancy.</li> <li>- Ability to identify (through the analysis of appropriate</li> </ul> |             |        |

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|  | <p>management information) areas requiring improved performance e.g. student numbers, student satisfaction.</p> <ul style="list-style-type: none"> <li>- Ability to take responsibility for a number of key areas such as Chairing and participating in School and Institutional committees, leading projects.</li> <li>- Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations or exhibitions at national or international conferences, reports on findings, journal articles etc to a wide variety of audiences.</li> <li>- Ability to lead and contribute to the development of teams to ensure effective and productive working relationships.</li> <li>- Ability to lead / develop / work collaboratively with a number of internal and external networks, e.g. professional associations, external examiners.</li> <li>- Ability to plan workloads and projects and manage resources effectively.</li> </ul> |  |  |
| <b>Skills and Abilities relating to role (Desirable)</b> | <ul style="list-style-type: none"> <li>- A research profile that would make you a contender for inclusion in the forthcoming REF</li> </ul>   |  |  |
| <b>Experience paid / unpaid (Essential)</b>              | <ul style="list-style-type: none"> <li>- Experience of teaching in universities or equivalent.</li> <li>- Experience of providing academic leadership and first line support / mentoring for other colleagues.</li> <li>- Experience of engaging in pedagogic and practitioner research.</li> <li>- Experience of contributing to the development of academic strategies for example, research and enterprise, teaching and learning.</li> <li>- Experience of managing performance through the setting, monitoring and review of objectives.</li> </ul>  |  |  |
| <b>Experience paid / unpaid (Desirable)</b>              | <ul style="list-style-type: none"> <li>- Experience of working within the past 5 – 10 years as an Management professional in a Private or Public sector organization.</li> </ul>  |  |  |
| <b>Other Requirements (Essential)</b>                    | <ul style="list-style-type: none"> <li>- Ability to risk assesses and implements policy / strategy in relation to Equality and Diversity, Health and Safety, Quality Standards.</li> </ul>  |  |  |
|  | <ul style="list-style-type: none"> <li>- Knowledge of the UPNG Code of Conduct.</li> </ul>  |  |  |

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

| UPNG FILE NO. | DATE OF VARIATION | DETAILS |
|---------------|-------------------|---------|
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