



POSITION DESCRIPTION

The University of Papua New Guinea

<u>DETAILS OF POSITION</u>	POSITION NO.: <i>Agda 04/022</i>
SCHOOL/OFFICE: School of Business Administration	CLASSIFICATION: U2 / U3
DIVISION/STRAND: Business Management	POSITION TITLE: Lecturer in Business Management
BRANCH: N/A	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Head of Division
SECTION: N/A	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: Level 2, 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 Conduct lectures, tutorials, practical classes, demonstrations, workshops and field excursions;
- 1.2 Present quality teaching portfolios;
- 1.3 Produce teaching materials;
- 1.4 Produce examination and assessment papers;
- 1.5 Carry out marking and assessment primarily connected with subject in which academic teaches;
- 1.6 Acting as a course coordinator;
- 1.7 Formal and informal interaction with students on academic matters.
- 1.8 Use Technology Enabled Learning (TEL) platforms to blend teaching and learning

2. Research

- 2.1 Conduct research under supervision of senior academics;
- 2.2 Acquire skills and knowledge in research methods;
- 2.3 Produce technical and scientific papers;
- 3.4 Present research papers in seminars, conferences;
- 3.5 Publish research papers in referred journal;
- 3.6 Submit proposals for research grants to outside bodies;
- 3.7 Produce Reports based on Research.

3. Administration

- 3.1 Participate in school administration and governance;

- 3.2 Participate in university administration and governance;
3.3 Provide course administration and support;

4. Outreach

- 4.1 Membership to external bodies;
4.2. Provide services to the University community;
4.3 Support student extracurricular activities;
4.4 Promote University images;
4.5 Coach and counsel students;
4.6 Formal and informal interaction with students on personal and social matter.

5. Distance Education

- 5.1 Develop skills and competencies in developing and delivering courses through distance mode;
5.2 Teaching students through distance mode
5.3 Use Technology Enabled Learning (TEL) platforms to create effective teaching and learning.

SELECTION CRITERIA

Person Specification

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

	<p>income.</p> <ul style="list-style-type: none"> - Ability to identify opportunities for strategic development / improvement e.g. research projects, new courses, and consultancy. - Ability to identify (through the analysis of appropriate management information) areas requiring improved performance e.g. student numbers, student satisfaction. - Ability to take responsibility for a number of key areas such as Chairing and participating in School and Institutional committees, leading projects. - 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. - Ability to lead and contribute to the development of teams to ensure effective and productive working relationships. - Ability to lead / develop / work collaboratively with a number of internal and external networks, e.g. professional associations, external examiners. - Ability to plan workloads and projects and manage resources effectively. - Ability to blend courses with the Technology Enabled Learning (TEL) using the University Online Learning (Moodle) or other platforms. 		
Skills and Abilities relating to role (Desirable)	<ul style="list-style-type: none"> - A research profile that would make you a contender for inclusion in the forthcoming REF - 		
Experience paid / unpaid (Essential)	<ul style="list-style-type: none"> - Experience of teaching in universities or equivalent. - Experience of providing academic leadership and first line support / mentoring for other colleagues. - Experience of engaging in pedagogic and practitioner research. - Experience of contributing to the development of academic strategies for example, research and enterprise, teaching and learning. - Experience of managing performance through the setting, monitoring and review of objectives. 		
Experience paid / unpaid (Desirable)	<ul style="list-style-type: none"> - Experience of working within the past 5 – 10 years as a Management professional in a Private or Public sector organization. 		
Other Requirements (Essential)	<ul style="list-style-type: none"> - Ability to assess risk and implement policy / strategy in relation to Equality and Diversity, Health and Safety, Quality Standards. 		
	<ul style="list-style-type: none"> - Knowledge of the UPNG Code of Conduct. 		

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS