POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: (insert approved position number here) *14/013*
SCHOOL/OFFICE: School of Business Administration	**CLASSIFICATION:** U3/U2
DIVISION/STRAND: Public Policy Management	**POSITION TITLE:** **Lecturer in Public Policy Management**
BRANCH: (insert name here if applicable)	**IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION:** **(Head of Division-Public Policy Management)** PN (insert approved position number here)
SECTION: (insert name here if applicable)	**HIGHEST SUBORDINATE CLASSIFICATION & POSITION:** (insert class here) PN (insert approved position number here)
LOCATION: Arts II Building, Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION

Purpose

A Lecturer-1 level academic is expected to make contributions to the teaching effort of the institution, particularly at undergraduate and postgraduate diploma level and carry out activities to maintain and develop his/her scholarly research and/or professional expertise relevant to the Public Policy Management profession 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 academic;
   2.2 Acquiring skills and knowledge in research methods;
   2.3 Producing technical and scientific papers;
   3.4 Presentation of research papers in seminars, conferences;
   3.5 Publication in referred journal;
   3.6 Submitting proposals for research grants to outside bodies;
   3.7 Research based reports.

3. Administration

3.1   Participation in school administration and governance;
3.2   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		
		A	I	T
Education and Qualifications (Essential)	The person being sought must possess a PhD or Masters in Management Science or an equivalent advanced qualification in management from a recognised university. Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme. Membership of a relevant professional body.			
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.			
Knowledge (Essential)	An in-depth knowledge of specialist subject and professional area. An in-depth understanding of pedagogy An in-depth understanding of research / enterprise and scholarly activity			
Knowledge (Desirable)	National / International recognition in specialist subject and professional area			
Skills and Abilities relating to role (Essential)	Ability to design, develop and deliver a range of programmes at various levels. Ability to review programme 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 income. 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.			
Skills and Abilities relating to role (Desirable)	A research profile that would make you a contender for inclusion in the forthcoming REF			
Experience paid / unpaid (Essential)	Experience in teaching at the University level 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)	Experience of working within the past 5 – 10 years as an Public Policy Management professional in a Public sector organisation.			

Other Requirements (Essential)	Ability to think strategically and implement policy / strategy planning, corporate planning in both public and private sector organisations.			
	Knowledge of the UPNG Code of Conduct.			