



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 041002
<b>SCHOOL/OFFICE:</b> School of Business and Public Policy	<b>CLASSIFICATION:</b> U5
<b>DIVISION/STRAND:</b> Business Management	<b>POSITION TITLE:</b> Associate Professor of Business Management
<b>BRANCH:</b> Business Management	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> (Executive Dean / Head, Business Management Division)
<b>SECTION:</b> Business Management	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> (Insert class here) PN (insert approved position number here)
<b>LOCATION:</b> SBPP Building, Waigani Campus or any other place directed by authorities.	

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

#### **PURPOSE**

##### **Role description:**

Associate Professors are expected to show high academic standing, to make a broad and sustained contribution to their field and discipline nationally and internationally, and to demonstrate sustained exceptional performance in research. They will demonstrate academic leadership in both teaching and research, and support the management and strategic planning processes of the School and the University.

#### **PRINCIPAL ACCOUNTABILITIES**

1. To provide academic leadership in the design and delivery of innovative and high quality teaching programmes.
2. To engage in high-quality research activity, leading major research projects; to consistently secure research funding and third-stream income; and to play a key role in the development and implementation of the School's research strategy.
3. To provide guidance, support and mentoring to junior members of staff working in the same or cognate research areas.
4. To play a key role in supporting the management activities of the School and University, and to undertake a significant School officership role if required.

#### **KEY RESPONSIBILITIES**

##### **1. Teaching & Student Support**

- 1.1 Lead the innovative design, development and delivery of the overall curricula.
- 1.2 Regularly review course content and materials, updating where required, and ensuring that they remain up-to-date and relevant, and are attractive to students.
- 1.3 Actively maintain an understanding of appropriate pedagogy in the subject area; identify, develop and apply innovative teaching techniques and material.

- 1.4 Develop the quality assurance framework within the University's overall framework e.g. for the validation and re-validation of courses.
- 1.5 Provide academic leadership and inspiration to those teaching within subject area.
- 1.6 Counsel the students with regard to academic, career and personal issues.
- 1.7 Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.8 Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- 1.9 Undertake and/or provide first-line support for sensitive issues and referring on as appropriate to services providing further assistance.
- 1.10 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

## **2. Research, Scholarship & Enterprise**

- 2.1 Play a leading role in the development and implementation of School research strategies, and lead and co-ordinate research activity in own subject.
- 2.2 Define research objectives and questions, review and synthesise the outcomes of research studies, and develop ideas for application of research outcomes.
- 2.3 Develop proposals for major research projects which will make a significant impact, and lead to an increase in knowledge or understanding or the development of new explanations, insights, concepts or processes.
- 2.4 Act as Principal Investigator on major research projects. This will involve leading and line managing the staff including their recruitment, probation, mentoring, performance review and staff development; managing the budget, and taking responsibility for the delivery of the programme.
- 2.5 Produce high-quality research outputs that are world-leading in the field, for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate, and make a significant contribution to the School's REF assessment.
- 2.6 Make presentations at national and international conferences or exhibit work in other appropriate events of a similar standing, and play a lead role in identifying ways to disseminate research outputs informally via the internet and the media.
- 2.7 Play a lead role in identifying opportunities for strategic development of new projects or appropriate areas of activity and ensuring their development.
- 2.8 Play a lead role in identifying sources of funding and secure and/or contribute to the process of securing bids, both individually and in collaboration with others.
- 2.9 Play a lead role in identifying and exploring opportunities for enterprise activity, knowledge exchange income and/or consultancy.
- 2.10 Provide academic leadership and inspiration to those working within own research area, and foster interdisciplinary team-working.
- 2.11 Develop and maintain an independent research reputation by, for example, serving on peer review committees, or acting as a referee for journal articles or research grant applications.
- 2.12 Play a key role in the management of the REF assessment exercise.

- 2.13 Develop successful links with external contacts such as other educational and research bodies, employers, professional bodies and other providers of funding and research initiatives to foster collaboration and generate income, and to influence the external research and policy agenda.
- 2.14 Lead and develop internal and external networks to foster collaboration on both an individual level and on behalf of others in the School, share information and ideas, and promote the subject and the University, both nationally and internationally.
- 2.15 Contribute to peer assessment, and act as a referee.
- 2.16 Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision-making bodies.
- 2.17 Act as a leading authority in the field or specialism, developing new knowledge, understanding and innovation in the area.
- 2.18 Supervise PhD students and DBA students and externally-funded post doctoral staff.

### 3. Contribution to School & University

- 3.1 Attend and contribute to School meetings.
- 3.2 Contribute to the overall management of the School in areas such as budget management and business planning.
- 3.3 Contribute to School-level strategic planning, and contribute to University planning and strategic development.
- 3.4 Engage in activities beyond day-to-day classroom duties, for example Admissions Days.
- 3.5 Assist with undergraduate and postgraduate recruitment.
- 3.6 Chair School or University committees, and participate in University decision-making and governance.
- 3.7 Undertake a School officership role, for example Director of Research.
- 3.8 Advise and provide support to less experienced colleagues, and conduct Performance and Development Reviews, if required.
- 3.9 Mentor staff within the School, providing advice on personal and career development plans, and assisting them in identifying and securing career development opportunities, especially those staff in related or cognate research areas.
- 3.10 Undertake additional duties, as required by the Head of School.  
This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

### Specific Duties

Specific duties required of a Professor Level academic may include:

- a) Teaching Portfolio
  - a. Making a distinguished personal contribution to teaching at all level;
  - b. Development and application for appropriate teaching and learning methods within and beyond discipline area;
  - c. Responsible for periodical review of curriculum/program of study;
  - d. Preparation and delivery of lectures and seminars.
- b) Research Portfolio
  - a. Fostering the research of groups and individuals within discipline or other comparable organization unit and within related disciplines;
  - b. Develop research policy and monitor implementation;

- c. Supervising major postgraduate research projects;
  - d. Supervising junior academics in developing research skills and methods;
  - e. Publication in referred journals and scientific papers or referred books of significance to PNG and to be development of theory within discipline;
  - f. Presentation of research paper in prestigious international conference;
  - g. Taking initiatives and providing leadership in preparing and submitting applications for research grant/paid consultancy.
  - h. Fostering links with sister institutions and research organizations abroad in collaborative research; and
  - i. Conducting research.
- c) Administration Portfolio
- a. Participation in school administration and governance;
  - b. Participation in University administration and governance;
  - c. Strategic planning and policy submission;
- d) Outreach Portfolio
- a. Unpaid consultancy/advisory services;
  - b. Membership to external bodies;
  - c. External examiner/reviewer;
  - d. Representing university to outside bodies/forum;
  - e. Promoting University image;
  - f. Services to University community including students;
  - g. Participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.
- e) Distance Education Portfolio
- a. Development of and responsibility for externalizing on-campus courses;
  - b. Supervise production and review of course materials;
  - c. Review of course delivery methods including student feedback and assessment;
  - d. Fostering links with organizations for promoting distance education program.

## **SELECTION CRITERIA**

### **INDICATIVE PERFORMANCE CRITERIA**

- 1 Evidence of quality in teaching and learning demonstrated in a range of measures, including student satisfaction; of thoughtful and effective innovation in the development of new courses and/or programmes; and of leadership in the promotion of teaching and learning in the subject.
- 2 Proven innovative teaching practice, typically adopted as best-practice within the institution.
- 3 Evidence of providing, or demonstrable potential to provide academic leadership, development, mentoring and career management advice for colleagues, research assistants and students in the area of teaching and learning.
- 4 A record of consistent involvement in external examining at research-intensive universities, and other forms of engagement in upholding academic standards.
- 5 Leadership of a national subject association.
- 6 Evidence of commitment to improving the student experience and/or leadership of a major change project designed to improve the student experience.
- 7 Publication of highly-regarded text books or other significant teaching materials for use in higher education, chosen by third parties on a discretionary basis.
- 8 Evidence of sustained output of high-quality research publications or other recognized forms of output, subjected to peer review and describing significant discoveries, applications or observations.

- 9 Evidence of leadership in the discipline and cognate disciplines, demonstrating an ability to inspire colleagues to develop their own research potential, including partnerships with individuals and/or bodies of international standing.
- 10 Sustained record of attracting funds year-on-year, which are notable awards in terms of size and scope, and of leadership of and collaboration in significant research projects and/or consultancy or work with external organisations.
- 11 Transfer of intellectual property into the wider economy.
- 12 Development of research and consulting relationships with other organisations, and development of business and community links that bring tangible benefits to the University.
- 13 Sustained record of successful postgraduate research supervision.
- 14 Academic distinctions (e.g. academic awards; editorship of, or refereeing for, journals; grant reviewer for awarding bodies; services for learned societies; election to Fellowships).
- 15 Transfer of research findings into practical applications and/or enrichment of the wider culture through creativity in the social sciences, humanities and the visual and performing arts.
- 16 External and visiting appointments.
- 17 Influence on the formulation of policy.
- 18 Advancement of the discipline through a distinctive contribution to intellectual leadership, professional, clinical or vocational practice.
- 19 Evidence of enhancing the international standing and profile of the School and University.
- 20 A sustained contribution to the delivery of University and/or School strategy.
- 21 Evidence of exceptional collegiality.
- 22 A leadership role within the University, creating significant performance improvement.

### **Person Specification**

#### **ESSENTIAL CRITERIA**

1. Educated to doctoral level in General Management or Marketing or International Business or Entrepreneurship or Business Information Systems or any related field.
2. In-depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
3. Excellent interpersonal skills, with the proven ability to engage with students using a variety of different methods.
4. Excellent presentation skills, with the proven ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
5. Significant experience of high-quality teaching at undergraduate and postgraduate level.
6. Successful track record of innovative curriculum design or redesign.
7. Significant track record of influential publications in reputable journals and other publications.

8. Successful and sustained track record of generating research and knowledge exchange income that is notable in terms of size and scope, and the translation of research results into practice.
9. Experience of successfully leading large externally-funded research projects.
10. An international reputation in the field of study.
11. Successful track record of supervising postgraduate students.
12. Evidence of proactive contribution to the School and/or University.
13. Leadership and people management skills.
14. Ability to exercise a high degree of innovation and creative problem-solving.
15. Commitment to collegiality and inter-disciplinary working.
16. Excellent organisational and administrative skills.
17. Ability to prioritise and meet deadlines.
18. A willingness to participate in support activities beyond normal teaching duties.
19. Excellent IT skills and quantitative skills, with the ability to produce high-quality learning support materials.
20. Knowledge of the UPNG Code of Conduct.

---

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

UPNG FILE NO.	DATE OF VARIATION	DETAILS