



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.: 041009</b>
<b>SCHOOL/OFFICE:</b> School of Business and Public Policy	<b>CLASSIFICATION:</b> U4
<b>DIVISION/STRAND:</b> Strategic Management	<b>POSITION TITLE:</b> Senior Lecturer in Strategic Management
<b>BRANCH:</b> (insert name here if applicable)	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> (SM Divisional Head) 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> New SBPP Building Level 1	

### ROLES AND RESPONSIBILITIES OF POSITION

#### Purpose

He or She must be able to teach strategic Management related courses. And perform administrative duties and contribute to UPNG's Open College course development. A Senior Lecturer level academic is expected to make significant contributions to the teaching effort of the discipline, school or other organizational units or an interdisciplinary area. An academic at this level is expected to play a major role scholarly research and/or professional activities. The person must have extensive network with institutions and experts in the field and be prepared to provide academic leadership as well as supervision of the highest order of Masters and PhD candidates in the field.

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

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

- 1.1 Preparation and delivery of lectures and seminars;
- 1.2 Provide guidance to junior academics in preparing and delivering lectures and seminars;
- 1.3 Participate in curriculum and course review;
- 1.4 Initiate and development of course materials;
- 1.5 Supervision of program of study of honours and postgraduate students engaged in course work;
- 1.6 Marking and assessment.

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

- 2.1 Conducting research;
- 2.2 Supervision of major honours and postgraduate students research projects;
- 2.3 Play significant role in research projects including, where appropriate, leadership of a research teams;
- 2.4 Present research papers at significant and prestigious conference and seminars;
- 2.5 Publication in referred journal;
- 2.6 Writing book or book chapters of significance to PNG;
- 2.7 Submission of applications for research grants and/or paid consultancy

- 2.8 Monitoring of research post-graduate students and junior academics;
- 2.9 Participate in internal discipline seminar series.

### 3. Administration

- 3.1 Participation in school administration and governance;
- 3.2 Participation in university administration and governance;
- 3.3 Course administration and support;
- 3.4 Policy submission.

### 4. Outreach

- 4.1 Provide unpaid consultancy and advisory services;
- 4.2 Membership to external professional bodies;
- 4.3 Services to the University community;
- 4.4 Representing university to outside bodies
- 4.5 Voluntary education service;
- 4.6 Promoting university image;
- 4.7 Supporting students extra curricular activities.

### 5. Distance Education

- 5.1 Development of skills in teaching through distance mode;
- 5.2 Production and review courses materials;
- 5.3 Conducting short courses.

## SELECTION CRITERIA

### Person Specification

FACTORS	ESSENTIAL AND DESIRABLE	ASSESSED BY		
		A	I	T
<b>Education and Qualifications (Essential)</b>	<p>The person must have posses a PhD in Strategic Management, Development Studies, Political Science, International Economics or a related field from a recognised university.</p> <p>Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.</p> <p>Membership of a relevant professional body.</p>			
<b>Education and Qualifications (Desirable)</b>	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.			
<b>Knowledge (Essential)</b>	<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</p>			



	scholarly activity			
<b>Knowledge (Desirable)</b>	National / International recognition in specialist subject and professional area			
<b>Skills and Abilities relating to role (Essential)</b>	<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, and 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 Chairing 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 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 in teaching at the university level 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 SM professional in a Private or Public sector organisation.			
<b>Other Requirements (Essential)</b>	<p>Ability to risk assesses and implements policy / strategy in relation to Equality and Diversity, Health and Safety, Quality Standards.</p> <p>Knowledge of the UPNG Code of Conduct.</p>			

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

UPNG FILE NO.	DATE OF VARIATION	DETAILS