



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 141018
SCHOOL/OFFICE: School of Business and Public Policy	CLASSIFICATION: U2 /U3
DIVISION: Business Management	POSITION TITLE: Lecturer 1 / Lecturer 2 in Quantitative Methods and Information Systems.
BRANCH: Business Management	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: (Executive Dean / Head, Business Management Division and Convener, MBA Program) 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 or any other location directed by authorities.	

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
Education and Qualifications (Essential)	<ul style="list-style-type: none"> - Minimum of Masters qualification in the relevant field with Business Mathematics and Information Systems as major field of study. - 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 methods, business information system, etc. - 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 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 		

	<p>performance e.g. student numbers, student satisfaction.</p> <ul style="list-style-type: none"> - 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 rôle (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 an Management professional in a Private or Public sector organization. 		
Other Requirements (Essential)	<ul style="list-style-type: none"> - Ability to risk assesses and implements 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