



## JOB DESCRIPTION FOR TUTOR IN PUBLIC ADMINISTRATION

Title:	Tutor in Public Administration
School/Division:	Faculty of Business and Tourism Studies(FBTS)
Category:	Teaching & Training
Stream	Higher Education
Reports to:	Head of Department/School and Dean of Faculty
Location/Campus:	SINU, Kukum Campus
Direct Reports:	None

### SUMMARY OF DUTIES

The tutor position encompasses a range of responsibilities, including providing tutoring services, reviewing and developing course content, planning and delivering learning experiences to achieve course objectives, creating instructional materials, conducting student consultations, managing and maintaining student result records, and submitting these records to the Dean for review before they are forwarded to the Senate.

### MAIN DUTIES AND RESPONSIBILITIES

#### Teaching and Learning

- To deliver learning instructions, prepare Lesson plans,
- To develop all enrolled class lists.
- To have a good knowledge of entire syllabus' curriculum.
- To contribute effectively to the department of performing duties in an appropriate area.
- To develop and apply innovative and appropriate teaching techniques and materials that creates interest, understanding and enthusiasm amongst students.
- To transfer knowledge including practical skills, methods and techniques.
- To ensure that course design and delivery comply with the quality standards and policy regulations of the University.
- To participate in the school Outreach Programs.
- To write, prepare and mark assignments and examinations and provide feedback to students on time.
- To ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.
- To monitor and maintain print stock level and current master copies for printing.



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### **Research:**

- To determine relevant research objectives and prepare research proposals to related the course.
- Liaise with the Director of Research postgraduate studies and other SINU staff scholars to assist in research proposal.
- To write or contribute to publications or disseminate research findings
- Carry out consultancy work for school, national level and regional level
- To maintain current University information practices.

### **People management and teamwork:**

- To develop links with external contacts such as other educational bodies, employers, and professional bodies to foster cooperation.
- Regular contact and liaison with students to teach and provide support.
- To provide academic leadership to those working within programme areas, as tutor or equivalent,
- To assist in the work of a team by agreeing objectives and adhering to work plans.
- To act as a personal mentor to students and colleagues.
- To lead small workgroups within specific areas of responsibility.
- To ensure that teams within the department work together effectively.
- To act to resolve conflicts within and between teams.

### **Student & staff counselling:**

- To be responsible for dealing with referred issues for students within their educational programs.
- To act as a personal tutor, giving first-line support.
- To provide first-line support for colleagues, referring them to sources of further help if required.
- To monitor course and student performance by requesting feedback and providing advice
- To maintain Health and Safety in programs for the University.



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### Dimensions

#### Problem-solving and impact:

- To resolve problems affecting the delivery of courses per University policy and regulations.
- To contribute to decisions, which have an impact on other related courses.
- To provide advice on operational issues such as the balance of student recruitment, staff appointments and student and other performance matters.
- To identify opportunities for the strategic development of new courses or appropriate areas of activity, and contribute to the development of innovative ideas

#### Resource management:

- To contribute to the overall management of the department in areas such as budget management and business planning.
- To participate in departmental-level strategic planning
- To contribute to the management of quality, audit and other external assessments.

#### Working Environment:

- To balance the competing pressures of teaching, scholarship, research, knowledge transfer, administrative demands and deadlines.
- To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).
- To engage in continuous professional development.
- To understand and apply the principles of equality of opportunity in an academic context.

#### Decision-making authority:

- Resolution of student/staff complaints
- Provision of advice to staff
- Allocation of workload for areas within the Faculty and Department
- Development and management of budget for yearly training delivery requirements



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### **Measures of effectiveness,**

- Class quizzes, practical exercises, exams and course results.
- Teaching notes, aids, and equipment designed and developed.
- Examination papers produced.
- Course Outline completed/reviewed.
- Research reports and publications produced.
- Course Units or Modules for distance education taught, supervised and reviewed
- Course Results, Student Attendance, Morale and Feedback
- Training facilities and resource improvements
- New materials, tools, machines and ideas for training purposes.
- Exam results, evaluation reports from students, Feedback from Faculties

### **Minimum Qualification Requirement:**

- A Postgraduate Diploma in Management and Public Administration; or
- A Bachelor's degree in Management & Public Administration with an overall GPA of 3.0 or above and with sound tertiary tutoring experience of at least 3 years, and/or with a professional practice of at least 6 years.

### **Restriction**

- This position is reserved for nationals of the Solomon Islands. Only in situations where there is a demonstrated need for tutoring support, and where nationals of the Solomon Islands with the MQRs are unavailable, would the University hire non-nationals.

### **Other Requirements:**

- Ability to work under pressure; ability to work long hours, and at the weekends or public holidays without demands for additional remuneration; ability to travel at short notice on university business; excellent data analysis skills (including high degree of proficiency in MSExcel); and excellent written and verbal communication skills are required.

### **Experience**

Essential to the position:

- Three years of teaching experience in tertiary education.
- Wide breadth and depth of specialist knowledge in own area of expertise.
- Understanding of different teaching and learning methods.



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- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets).

Desirable for the position:

- Experience in conducting quality research in a particular specialism and publishing in recognized international journals.
- Experience in developing and implementing research objectives, projects and proposals.
- Experience in collaboration with college and industry colleagues when developing new curricula.
- Experience in consultancy work with national, regional and international organizations.

### **Terms and Conditions**

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level under the Higher Education Stream. The contract is renewable subject to good performance.