

FIJI NATIONAL UNIVERSITY JOB DESCRIPTION



VISION

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position	: Director Academic Learning and Teaching
Grade	: 8
Incumbent	:
Division	: Office of Learning and Teaching
Department	: Administration
Location	: Nasinu
Reports to	: Pro Vice Chancellor Learning and Teaching

2. PURPOSE

The Director Academic Learning and Teaching (L&T) is a key role, responsible for the development and implementation of the Strategic Plan (SP) and Operational Plan (OP), overseeing and enhancing the quality of academic programs and recorded with High Education Commission Fiji (HECF), while ensuring the delivery of high-quality education. The incumbent will provide the strategic leadership and direction to the University in fostering an environment that promotes academic excellence and student success through data analysis. The Director Academic (L&T) will also collaborate with various stakeholders to develop and implement assessment strategies and curricula that align with the University's mission and vision. Ultimately, Director Academic (L&T) leadership and guidance will contribute to the University's reputation, growth, and its ability to provide a transformative educational experience for students.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Pro Vice Chancellor Learning and Teaching**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
Manager L&TE, Manager FEL, Manager Monitoring & Compliance, Manager Programme Standards & Quality Enhancement, Manager Projects & Strategic Partnerships (Academic)	Manager L&TE, Manager FEL – 17 Manager Monitoring & Compliance – 1 Manager Programme Standards & Quality Enhancement – 2

4. KEY ACCOUNTABILITIES

Strategic Leadership and Program Development:

1. Facilitate the development and implementation of strategic plans at the organizational level and OLT.
2. Oversee the design, review, and validation of university learning and teaching programs.
3. Manage the development and maintenance of a Register of Recorded Programs (RRP).
4. Lead the review and updating of the Quality Manual.
5. Ensure academic quality and compliance with HECF requirements.
6. Provide guidance on annual program reviews and ensure effective follow-through on enhancement plans.
7. Guide teams in preparing documentation for formal approval by relevant bodies.
8. Promote teaching excellence within the university.
9. Work with Associate Dean learning and teaching, Heads of School and stakeholders to develop and meet learning and teaching and targets.
10. Develop and implement measures for effective alignment, monitoring, and reporting of learning and teaching performance.
11. Promote research into innovative teaching practices.
12. Support the College Deans in promoting the professional development of academic staff.
13. Manage and monitor the effectiveness of academic development activities, including learning and teaching seminars.
14. Ensure mechanisms are in place within the faculty to implement university-wide strategies and policies for learning and teaching and workload model for academic staff.

Quality Assurance and Accreditation:

15. Evaluate strategies to enhance the quality of the coursework learning environment and the learning and teaching culture.
16. Lead initiatives in learning and teaching benchmarking activities and evaluation of courses.

Teaching and Professional Development:

17. Undertake teaching in the areas of learning, teaching, assessment, and feedback.
18. Provide professional development for the enhancement of teachers and students.

International Partnerships and Funding:

19. Support the PVC-L&T in policy development, project proposals, implementation, review, monitoring, and report preparation for strategic academic or mobility projects.
20. Build strategic, targeted, and long-term partnerships with international agencies and funders.
21. Ensure new MOAs/MOUs align with the University's objectives and undergo due diligence.
22. Lead internal and external stakeholders' committees/working groups for efficient processes in partnership projects.
23. Seek partnership opportunities and manage staff and student exchange agreements.
24. Liaise with international scholarship agencies, promote international mobility, and facilitate student and staff visa arrangements.
25. Conduct gap and needs analysis on projects and ensure contractual deliverables are met.
26. Ensure key milestones in partnership agreements are met and standards align with regulatory requirements.
27. Facilitate the implementation of partnership plans at strategic and operational levels.
28. Work with colleges to ensure attractiveness for students through excellent teaching staff, employer engagement, work experience, and international partnerships.
29. Hold financial accountability for partnerships and projects, submitting progress reports and addressing data queries.

30. Monitor and evaluate initiatives for grants and projects, identifying opportunities and advising stakeholders.
31. Embed financial sustainability as the university diversifies its academic offer.
32. Increase the number of regional students year-on-year.
33. Enhance the representation and recognition of FNU on regional bodies.
34. Participate actively in, attend, and chair relevant meetings as required.

Campus Development and Academic Leadership

35. Communicate the University's vision, providing compelling leadership for students and staff.
36. Lead evidence-based continuous improvement and professional development initiatives for staff.
37. Align campus development with the Campus Master Plan, ensuring quality learning and teaching outcomes.
38. Serve as a positive role model, engage with the community, and demonstrate political astuteness in promoting campus interests.
39. Ensure outstanding teaching, hold staff accountable for conduct, and provide strategic leadership for the campus.
40. Develop transparent systems, uphold principles of integrity, and ensure the campus is well-organized and fit for purpose.
41. Liaise with the community and tertiary bodies for curriculum planning, performance management, and student support.
42. Exercise effective leadership skills, build a collaborative team, and promote effective working relationships.
43. Enhance the campus name through strategic publicity and provide effective educational leadership.
44. Foster effective working relationships with all Colleges and Divisions in FNU.

Undertake any other duties assigned by the PVC-L&T from time to time.

5. KEY CHALLENGES

- Establishing a new post.
- Dealing professionally, sensitively and tactfully with sensitive material and information
- Decision making and implementation of activities in an environment of high level of ambiguity and resistance. Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

6. AUTHORITY LEVEL

Operating Expenditure	: N/A
Capital Expenditure	: N/A
Others	: N/A

7. QUALIFICATION & EXPERIENCE

Essential

- PhD with a minimum of 8 years of relevant work experience, including teaching, administrative, and supervisory experience in Higher Education (HE) context **OR**
- Master's qualification with a minimum of 12 years of relevant work experience including teaching, administrative, and supervisory experience in Higher Education HE context.
- Proven leadership and management experience.
- Experience in implementing complex strategic projects in a multidisciplinary environment.
- Strong stakeholder management skills, with a track record of collaboration across academic and administrative teams.

- Demonstrated experience in curriculum development, program review, and quality assurance in a university setting.
- Strong report writing skills for diverse audiences, coupled with effective presentation skills across various media formats.
- Ability to work in dynamic and evolving environments while ensuring effective decision-making and implementation.

Desirable

- Experience in budget management at the divisional level.
- Experience in business intelligence, strategic planning, statistical analysis and data-driven decision-making, preferably in a Higher Education setting.
- Previous administrative experience in a university, such as Head of Department, Head of School, or Associate Dean.
- Experience in leading complex strategic projects in a multidisciplinary environment.

8. KNOWLEDGE & SKILLS

- Excellent organising, planning and coordinating skills.
- Strong influencing, communication and negotiation skills.
- Capacity to plan at a university-wide level.
- Excellent analytical, statistical analysis and writing skills.

9. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Management, Students, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Vice Chancellor	On a daily basis

EXTERNAL	FREQUENCY
FNU Stakeholders, Commercial and Non- Commercial Industries, Industry, NGOs, Government, Ministries, Students, School/Department Principals, Statutory bodies, NGOs and External Institutions/Universities	As and when required

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.