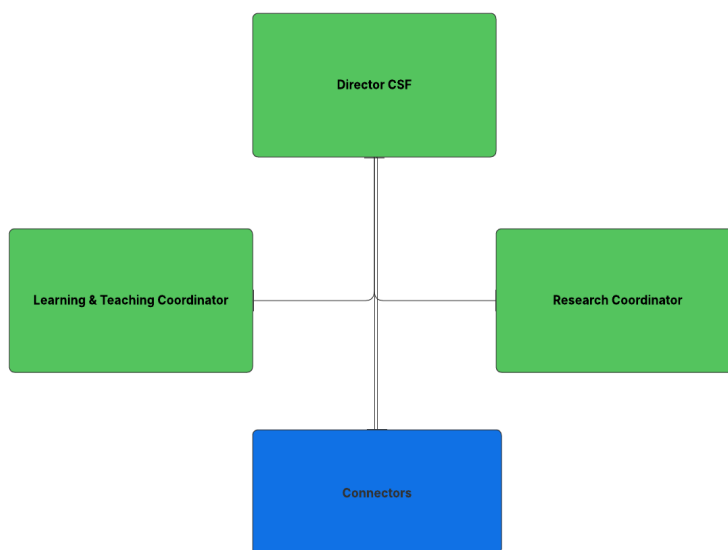


POSITION DESCRIPTION**IDENTIFICATION****Position Title:** Connector x 10**Position Number:** _**Section :** VCP Office**Department:** CSF**Location:** USP Campuses**Category:** Professional**Level:** 2**Current Incumbent:** _____**Date of substantive appointment:****Reports To:** Director CSF**Supervised by:** Director CSF**ORGANIZATION CONTEXT***Organization chart to identify the job's reporting relationships***PURPOSE**

This section describes the overall purpose of the job and the overall significance of the job from the organization's point of view. Answers the following questions:

The Connectors play a key role in developing and maintaining networks and partnerships with national, regional, and international organizations to advance research, teaching, and collaborative projects at the Centre for Sustainable Futures (CSF). This position focuses on fostering relationships with key stakeholders and partners, ensuring the smooth execution of collaborative initiatives, and supporting the Centre's ongoing activities, including the monitoring and evaluation (M&E) of projects. Through these efforts, Connectors contribute to

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the Centre's mission of promoting sustainable development and fostering innovation, research, and knowledge exchange across diverse communities.

NATURE AND SCOPE

This section describes the context in which the incumbent is expected to operate describing the working relationships with both internal and external contacts. A description of the working environment and expected pressures the incumbent will encounter as well as the types of competencies he/she must have to perform the responsibilities of the position successfully.

The Connector will work closely with various internal and external stakeholders to facilitate the development of collaborative research projects, educational initiatives, and sustainable development activities. This role requires the incumbent to engage with organizations across different sectors, including government agencies, NGOs, academic institutions, and other international partners.

The incumbent will also assist in monitoring the progress and success of these collaborations, ensuring that projects align with the Centre's strategic goals. The Connector will have a strong role in supporting the implementation of project activities, evaluating their impact, and maintaining relationships that contribute to long-term partnerships.

Key responsibilities will include creating and nurturing partnerships, supporting research and academic activities, assisting in the development of project proposals, and monitoring project milestones and outcomes. The Connector will also support the broader administrative and operational activities of the Centre.

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: _____ Indirectly: _____ Total Level of Costs: To Be
Determined _____

Limits of Authority:

Financial: \$ None _____

Non Financial: None _____

Key Relationships /Internal and External Contacts:

External <ul style="list-style-type: none"> National, regional, and international organizations. Government agencies, NGOs, and academic institutions. Research collaborators and funding bodies. Service providers and consultants. 	Purpose of contact <ul style="list-style-type: none"> Establish and maintain strong partnerships. Facilitate research, teaching, and project collaborations. Share knowledge, resources, and best practices. Support the preparation of proposals and reports for funding and governance purposes.
Internal <ul style="list-style-type: none"> All CSF staff. Staff from other USP sections, departments and campuses. Various USP bodies, committees. Students and Research Assistants Director (CSF) Development Cooperation Unit (DCU) 	Purpose of contact <ul style="list-style-type: none"> Foster collaboration between CSF and other USP departments. Ensure internal stakeholders are updated on project activities and progress. Coordinate project-related tasks and initiatives within the Centre. Provide updates to the Director on project milestones and challenges.

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA.

Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. Partnership Development and Networking <ul style="list-style-type: none"> Develop and maintain strong relationships with key national, regional, and international organizations. Identify potential partners for collaboration on research, teaching, and community development projects. 	<ul style="list-style-type: none"> Number and quality of new partnerships established. Positive feedback from external stakeholders and partners.

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<ul style="list-style-type: none"> Organize networking events, conferences, and workshops to promote collaboration and information exchange. Act as a liaison between CSF and external stakeholders to ensure effective communication and partnership growth. 	<ul style="list-style-type: none"> Successful execution of collaborative initiatives and projects.
2. Monitoring and Evaluation (M&E) of Projects <ul style="list-style-type: none"> Support the monitoring and evaluation of ongoing research projects and activities. Assist in the development and implementation of M&E frameworks and tools. Track project progress, assess outcomes, and identify areas for improvement. Prepare M&E reports for internal and external stakeholders. 	<ul style="list-style-type: none"> Timely and accurate reporting of project performance. Effective tracking of project milestones and outcomes. Quality of M&E reports and feedback from project teams.
3. Building and Leading Community Outreach. <ul style="list-style-type: none"> Assist in the planning, implementation, and administration of collaborative projects. Monitor project timelines, budgets, and resource allocation. Coordinate communication between project teams, stakeholders, and external partners. Support the preparation of project proposals, funding applications, and progress reports. 	<ul style="list-style-type: none"> Successful management and completion of collaborative projects. Timely and accurate reporting of project progress. Positive stakeholder engagement and satisfaction with project delivery.
4. Research and Knowledge Sharing <ul style="list-style-type: none"> Facilitate the exchange of knowledge and research findings between CSF and external partners. Organize events, workshops, and seminars to share research outcomes and best practices. Support research activities by connecting researchers with external experts and resources. 	<ul style="list-style-type: none"> Quality and impact of knowledge-sharing events and publications. Engagement of relevant stakeholders in research dissemination.

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<ul style="list-style-type: none"> Assist in the preparation and dissemination of research publications and reports. 	<ul style="list-style-type: none"> Increased visibility of CSF's research outcomes in the region and beyond.
5. Contribute to the Pacific Leadership for Sustainable Communities <ul style="list-style-type: none"> Knowledge Sharing and Communication Community & Stakeholder Engagement Capacity Building & Leadership Support Building traditional practices & knowledge between academic, formal and non-formal education . 	<ul style="list-style-type: none"> Community-based learning events supported stakeholders engaged per year through forums, dialogues or consultations Regular feedback from partners is positive

TERMS & CONDITIONS

Salary: \$53,255.72 to \$65,040.91

Length of Contract: 3years

Gratuity and Allowances: *No Gratuity*Other Benefits: *contribution to superannuation***POSITION SPECIFICATION****Qualifications (or equivalent level of learning)**

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> A Bachelor's Degree and Post Graduate Qualification in Environmental or Social Sciences, or a relevant field to climate change. 	<ul style="list-style-type: none"> A Master's Degree or above in Environmental or Social Sciences, or a relevant field to climate change. Experience working within a higher education or research environment. Knowledge of monitoring and evaluation processes. Proficiency in using project management and communication tools.

Knowledge / Experience

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<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Minimum 4 years of experience in partnership development, research coordination, or project management. • Proven ability to build and sustain professional networks and partnerships. • Strong organizational and time-management skills. • • Evidence of building sustainable, collaborative relationships with communities to progress social change. • • Excellent oral, written, presentation, and digital skills with excellent inter-personal skills and an ability to foster strong relationships and networks with diverse student and stakeholder groups. • • Proven ability to work well as part of a team but will also have demonstrated their ability to use their own initiative. 	<ul style="list-style-type: none"> • Self-motivated; • Can solve problems (anticipate problems and find solutions); • Well organized; • Good team player; • Change-oriented with desire to develop on the job; • Willing to learn and adapt; • Attention to detail; • Is a person of integrity; and • Experience of working in the Pacific Region or a similar region

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	
<i>Advanced level</i>	
<i>Working level</i>	
<i>Awareness level</i>	