



## DIRECTOR RESEARCH & INNOVATION | RESEARCH OFFICE

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### □ IDENTIFICATION

**Position Title:** DIRECTOR RESEARCH & INNOVATION

**Position Number:** New

**Section:** Office of the Deputy Vice-Chancellor, Research & Innovation (DVC R&I)

**Department:** Research Office

**Location:** Laucala Campus

**Category:** Professional

**Grade:** Level 5

**Date of substantive appointment:** (01/04/2025)

**Contract:** 3 years

**Reports To:** DVC R&I

**Supervised by:** DVC (R&I)

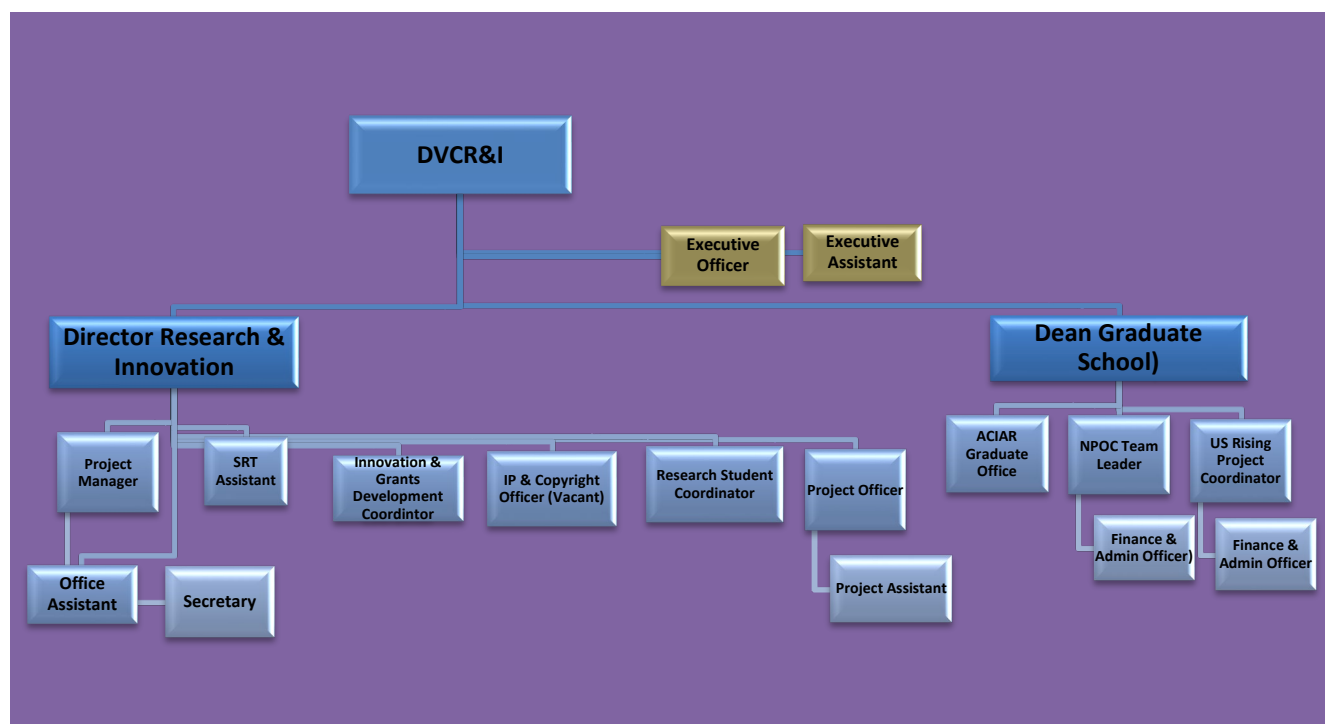
### ORGANIZATION CONTEXT

The key responsibility of the Research Office is to enhance the capacity of University staff and students to conduct quality research that meets the needs and aspirations of the University Member Countries, and other stakeholders. The Research Office supports researchers at the University by promoting a research culture amongst staff and students that encourages regional and international excellence in the priority areas while at the same time moving towards broader research priorities.

The Research Office is also charged with supporting the implementation, ongoing monitoring, and review of the University's Research Strategy.

The Research Office, under the leadership of the Deputy Vice-Chancellor (Research & Innovation), strives to provide high level administrative and strategic research support services, which ensures that the University continues to conduct world-class research for the Pacific Island region.

## Research Officer Organisation Structure



## PURPOSE

Reporting to the Deputy Vice-Chancellor Research and Innovation (DVCR&I), the Director Research & Innovation's role is multifaceted and crucial for advancing the University's academic and research goals. The Director Research & Innovation is an important link in enhancing the University of the South Pacific's strategic goal of strengthening the University as the Pacific and International Hub for Research & Innovation. enhancing the role of University as the Pacific Centre for Graduate Education and enhancing the role of the University as the Pacific and International Hub for Research & Innovation

More specifically, the Director Research & Innovation will ensure that specific key targets and key performance indicators are achieved and that there is sustained efficient and effective delivery of services by the Research Office to its clientele.

The key targets of this position are the coordination of strategic research themes, increases in inter-disciplinary research, increases in staff publications and 'research-active' staff numbers; and for an increase in '*internal research allocation and external research income*'. The key performance indicators include increased proportion of staff participation in research; increased internal research funding and external research income; increased international and regional research collaboration; and increased peer-reviewed research outputs by staff and postgraduate students in high-ranked journals, book publications, conferences, etc.

## NATURE AND SCOPE

The Director Research and Innovation supports the Deputy Vice-Chancellor (Research & Innovation) in the strategic leadership, partnership and collaborations, operational support as well as innovations that promote excellence in research. The responsibilities, in consultation with the DVC(R&I), include:

- Managing the Research Office, carrying out necessary tasks such as developing annual work plans and budget estimates; preparing reports; and dealing with HR-related issues;
- Developing and implementing the University's research strategy and initiatives to increase the quality and quantity of research conducted at USP; nurturing a research environment at USP;
- Formulating and presenting strategic approaches to research in alignment with the University's goals;
- Overseeing the execution and evaluation of research strategies;
- Fostering interdisciplinary research initiatives and partnerships with other universities, industry, funding agencies and governmental bodies;
- Working closely with the PIURN Coordinator in developing networks with PIURN member countries strengthening research opportunities, collaborations and funding;
- Encouraging international collaborative research activities and identify new opportunities for research initiatives;
- Engaging with stakeholders to promote the University's research achievement and opportunities;
- Developing research-related and postgraduate-related policies;
- Supporting the University Research Committee and the Ethics Committee;
- Overseeing postgraduate affairs and graduate research scholarships;
- Monitoring postgraduate research students' progress and supervision via the PG Portal;
- Ensuring staff and students maintain high ethical research practices.

## **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: \_\_\_\_\_

### **Limits of Authority:**

Financial: \$ 5,000

Non Financial: \_\_\_\_\_

**KEY RELATIONSHIPS /INTERNAL & EXTERNAL CONTACTS**

*Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships*

|   |  |
|---|--|
| <b>External</b> <ul style="list-style-type: none"> <li>Universities, industry, funding agencies and governmental bodies</li> </ul>                                | <b>Purpose of contact</b> <ul style="list-style-type: none"> <li>Building relationships and collaboration on research initiatives/activities/management/policies, etc.</li> </ul>  |
| <b>Internal</b> <ul style="list-style-type: none"> <li>Deputy Head of Schools (DHoS's)</li> <li>Finance</li> <li>IT services</li> <li>Library services</li> </ul> | <b>Purpose of contact</b> <ul style="list-style-type: none"> <li>Strategic Research Themes, internal research funding, external research income, Research Office-sponsored initiatives/activities, School research outputs data, academic expertise database information, rewards of publications, research repository, VC's Research Prizes</li> <li>Finance matters pertaining to budgets, monitoring of expenditures, Strategic Research Themes, funds for research initiatives/activities, research performance activities (such as rewards of publications), VC's Research Prizes and other research initiatives</li> <li>IT support for research activities, Research Accounting Module, Directories of Experts database, RO website and research repository</li> <li>Research publications, expertise database, rewards of publications, research repository, VC's Research Prizes</li> </ul> |

## 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 foreach KRA Include KRA for Corporate Responsibilities which is generic to all positions*

| <b>Key Result Areas</b> <i>Jobholder is responsible for</i>   | <b>Performance Measures</b> <i>Jobholder is successful when</i>   |
|---|---|
| <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Lead and mentor a team of researchers, fostering a culture of collaboration and innovation.</li> <li>• Manage team performance and ensure high-quality research outputs.</li> </ul> <p><b>University's Research Strategy and Implementation Plans</b></p> <ul style="list-style-type: none"> <li>• Develop and implement research and innovation strategies aligned with the USP's direction.</li> <li>• Ensure research related policies are developed where required and regularly reviewed and updated</li> <li>• Oversee the planning, development, and execution of initiatives to enhance research performance and impact</li> <li>• Develop the research offices triennial and annual workplans</li> <li>• Reporting to the DVCR&amp;I and relevant committees where requested.</li> </ul> <p><b>Collaboration and Partnerships</b></p> <ul style="list-style-type: none"> <li>• Developing and building research partnerships and relationships with key industry, funding agencies, governmental bodies to enhance research impact.</li> <li>• Report on meetings and key initiatives to DVCR&amp;I and relevant committees.</li> <li>• Communicating donor information effectively and efficiently to academics and key departments and committees</li> </ul> <p><b>Research Proposals and Funding</b></p> <ul style="list-style-type: none"> <li>• Oversee the processing of proposals for the Research Accounting Module</li> <li>• Reporting to the DVCR&amp;I and relevant committees where requested.</li> <li>• Ensuring a robust database of proposals is maintained</li> </ul> | <ul style="list-style-type: none"> <li>• Setting of clear workplans and goals for the RO staff</li> <li>• Encourage team work while creating a positive team culture</li> </ul><br><ul style="list-style-type: none"> <li>• Ensure the regular review and updating of the research related policies.</li> <li>• Develop and oversee research programmes that align with the strategic goals of the University.</li> <li>• Ensuring Research office strategies and annual plans are developed, implemented and monitored.</li> </ul><br><ul style="list-style-type: none"> <li>• Establish and maintain research partnerships with public institutions, NGOs and industry partners.</li> <li>• Facilitate workshops and events to foster an innovative University, engaging staff and students in entrepreneurial activities.</li> </ul><br><ul style="list-style-type: none"> <li>• Liaise with key stakeholders (internal and external) regarding funding initiatives</li> <li>• Ensuring staff and students are well encouraged to submit proposals and are well informed of the processes involved</li> <li>• Ensuring a quick turnaround time for vetting and reporting on proposals received.</li> <li>• Ensure key successful outcomes are appropriately marketed and monitored.</li> </ul> |

|  |   |
|--|---|
| <p><b>Financial Reporting</b></p> <ul style="list-style-type: none"> <li>• Monitoring research fund expenditures</li> <li>• Ensuring that research funds are not over or under spent</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure required financial reports are submitted in a timely manner.</li> </ul>   |
| <p><b>Research Related Repositories</b></p> <ul style="list-style-type: none"> <li>• Ensure a proper research repository and process at the University is maintained and in accordance with policies and best practice</li> <li>• Ensure a proper Directors of Experts (DOE) repository is developed and maintained in accordance with policies and best practice</li> </ul>   | <ul style="list-style-type: none"> <li>• Ensure proper processes are set up for maintaining, updating and enhancing the data repositories.</li> <li>• Ensure the repositories are regularly updated and in accordance with policies.</li> </ul> |
| <p><b>Research Related Awards</b></p> <ul style="list-style-type: none"> <li>• Oversee awards and prizegiving functions that have been designated to the Research office to handle such</li> <li>• Oversee the Research Rewards Scheme at the University from selection process to the awards process</li> <li>• Oversee the Awarding of the Vice-Chancellor's Prizes at the University from selection process to the awards process annually</li> <li>• Ensure any queries, disputes, conflicts of interest and other concerns regarding the Rewards Schemes are dealt with appropriately.</li> </ul> | <p>Ensure all awards and related function are aligned to best practice and in accordance to policies.</p>   |
| <p><b>Other duties relating to the Research Office</b></p> <ul style="list-style-type: none"> <li>• Support the University in Carrying out other duties that may be delegated by the DVCR&amp;I.</li> </ul>  | <ul style="list-style-type: none"> <li>• Delegated duties are implemented in an effective and timely manner</li> <li>• Reports on delegated activities are submitted in a timely and efficient manner</li> </ul>                                |

## TERMS & CONDITIONS

Salary: Level 5 of the Professional Scale

Length of Contract: \_\_\_\_\_

Gratuity and Allowances: \_\_\_\_\_ Other Benefits: \_\_\_\_\_

## POSITION SPECIFICATION

### Qualifications (or equivalent level of learning)

| <i>Essential</i>  | <i>Desirable</i>   |
|---|--|
| <ul style="list-style-type: none"> <li>• Ph.D. in a relevant field (e.g., research, innovation, business).</li> <li>• Minimum of 5 years of experience in research management, technology commercialization, or innovation strategy, preferably in an academic setting.</li> <li>• Strong project management skills, with a proven track record of leading successful interdisciplinary projects.</li> <li>• Demonstrated ability to secure and manage research funding and resources.</li> <li>• Excellent communication and leadership skills, with the ability to engage a variety of stakeholders, including faculty, students, external partners, and funding bodies.</li> </ul> | <ul style="list-style-type: none"> <li>• Additional years of relevant work experience, preferably in combination with a relevant master's degree, may substitute for the requirement for a PhD degree</li> </ul> |

### Knowledge / Experience

| <i>Essential</i>  | <i>Desirable</i>   |
|---|--|
| <p>It is essential that the appointee has:</p> <ul style="list-style-type: none"> <li>• 5 years or more experience working in research, academia and/or project management within the Pacific context</li> <li>• Previous experience/familiarity with regional and/or international organisations</li> <li>• Experience with multi-stakeholders' participatory approaches</li> <li>• Experience in working with and/or supervising staff and students, and providing a high degree of student support and service</li> <li>• Experience in team based project management</li> <li>• Experience in carrying out multiple activities within tight deadlines</li> <li>• Experience with cross cultural communication and interactions</li> <li>• Risk management experience</li> <li>• Results based management experience.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience working with the CROP agencies</li> <li>• Ability to speak an indigenous Pacific language</li> </ul> |

### Key Skills / Attributes / Job Specific Competencies

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

|                        |  |
|------------------------|--|
| <i>Expert level</i>    | Approachable and vibrant personality, ethical, attentive to detail, cheerful, empathy, friendly, approachable, patient and have a good sense of humour                           |
| <i>Advanced level</i>  | Excellent communication skills in English (both written and oral)  |
| <i>Working level</i>   | Computer skills, Self-motivated, results-focused; Effective in a multi-cultural work environment, able to attend to URGENT matters after business hours and any day of the week. |
| <i>Awareness level</i> | Report writing skills and analyzing financial reports  |

**APPROVAL**

Supervisor name: Professor Gurmeet Singh

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name:

Staff ID:

Staff Signature:

Date: