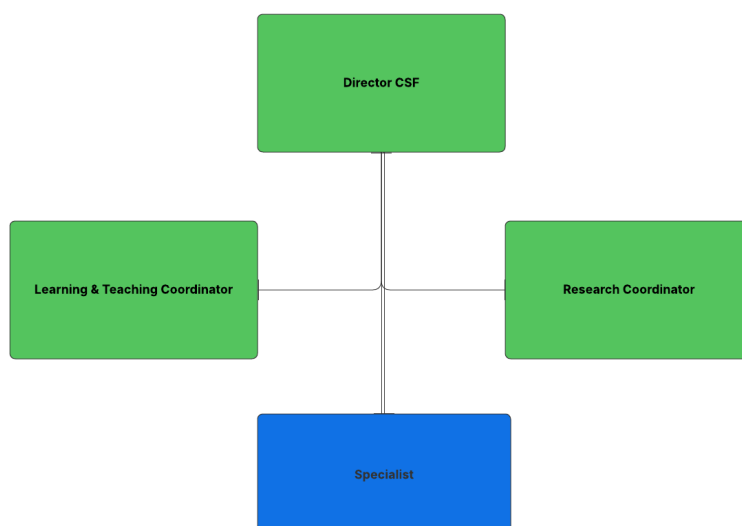


**POSITION DESCRIPTION****IDENTIFICATION****Position Title:** Specialist**Position Number:****Section :** VCP Office**Department:** CSF**Location:** Laucala Campus**Category:** Academic **Level:** Lecturer/Senior Lecturer**Current Incumbent:** \_\_\_\_\_**Date of substantive appointment:****Reports To:** 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:*

This position is critical to the advancement of the research, innovation, and knowledge dissemination goals under The University of the South Pacific (USP) Strategy. The Specialists are responsible for conducting high-quality research, generating new knowledge, and disseminating findings that align with the strategic priorities of the Centre for Sustainable Futures (CSF). They contribute to strengthening the University's research capacity and profile in sustainable development, climate change, and related fields, fostering innovation and enhancing academic excellence within the USP.

**POSITION DESCRIPTION****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 Specialists will work within a dynamic, collaborative environment involving academics, researchers, practitioners, government bodies, and development partners at national, regional, and international levels. The roles require strong learning, teaching and research capabilities, excellent communication skills, and the ability to work both independently and within interdisciplinary teams.

Specialists must ensure that learning, teaching and research activities meet rigorous academic standards, contribute to the Centre's knowledge-sharing efforts, and align with donor expectations. The positions are integral to expanding USP's research footprint, promoting sustainable development, and ensuring that knowledge generated is translated into practical solutions for the Pacific region.

**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:**

<b>External</b>	<b>Purpose of contact</b>
<ul style="list-style-type: none"> <li>• National, regional, and international organizations</li> <li>• Government agencies, NGOs, and academic institutions</li> <li>• Research collaborators and funding bodies</li> <li>• Service providers and consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Foster collaboration and research partnerships; exchange knowledge and best practices.</li> <li>• Align research with policy priorities; extend the impact of findings.</li> <li>• Manage joint research activities; prepare and submit reports.</li> <li>• Support technical and operational aspects of research activities.</li> </ul>

<b>Internal</b> <ul style="list-style-type: none"> <li>All CSF staff</li> <li>USP Departments and Campuses</li> <li>Various USP bodies and committees</li> <li>Students and Research Assistants</li> <li>Director (CSF)</li> </ul>	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>Integrate research activities with Centre goals.</li> <li>Foster interdisciplinary collaboration.</li> <li>Report research outcomes and ensure academic quality.</li> <li>Mentor and supervise research activities.</li> <li>Provide regular updates on research progress and outcomes.</li> </ul>
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### 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 Jobholder is responsible for	Performance Measures Jobholder is successful when
<b>1. Conduct High-Quality Research</b> <ul style="list-style-type: none"> <li>Lead and participate in research aligned with CSF's thematic areas.</li> <li>Prepare high-impact research publications.</li> <li>Secure research grants and funding.</li> <li>Collaborate on interdisciplinary research initiatives.</li> <li>Supervise students, research assistants, and interns.</li> <li>Provide academic mentorship and professional development support.</li> <li>Conduct research methodology workshops</li> </ul>	<ul style="list-style-type: none"> <li>Number of peer-reviewed publications.</li> <li>Research grant funding secured.</li> <li>Positive impact ratings from project evaluations.</li> <li>Number of students and interns supervised.</li> <li>Feedback from mentees.</li> <li>Improved research capacity within CSF.</li> </ul>
<b>2. Learning and Teaching</b> <ul style="list-style-type: none"> <li>Deliver undergraduate and postgraduate courses aligned with CSF's mandate and USP standards.</li> <li>Design course materials and assessments using innovative, inclusive, and regionally relevant approaches.</li> <li>Provide academic support and guidance to students.</li> </ul>	<ul style="list-style-type: none"> <li>Student feedback scores meet or exceed USP benchmarks.</li> <li>Courses delivered on time and in compliance with USP standards.</li> <li>Evidence of innovation and relevance in teaching materials.</li> </ul>

<ul style="list-style-type: none"> <li>• Integrate sustainable development and climate resilience concepts into course content.</li> <li>• Use blended and online learning platforms effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely submission of grades and academic reports.</li> </ul>
<b>3. Knowledge Dissemination and Engagement</b> <ul style="list-style-type: none"> <li>• Present research findings at conferences and public events.</li> <li>• Organize seminars, workshops, and training sessions.</li> <li>• Contribute to knowledge-sharing initiatives across USP and with external stakeholders.</li> <li>• Engage with local, national, and regional stakeholders on sustainability issues.</li> <li>• Facilitate community-based learning and outreach projects.</li> <li>• Represent CSF in relevant workshops, forums, and public events.</li> <li>• Translate research into actionable knowledge for community benefit.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of knowledge dissemination activities conducted.</li> <li>• Stakeholder feedback on events.</li> <li>• Uptake of research outcomes by partners and communities.</li> <li>• Number and quality of engagement activities.</li> <li>• Feedback from stakeholders on the relevance and impact of engagement.</li> <li>• Documentation of outreach and community initiatives</li> </ul>
<b>4. Contribution to Centre and Institutional Development</b> <ul style="list-style-type: none"> <li>• Participate in CSF and USP committees and planning activities.</li> <li>• Contribute to curriculum review, policy development, and strategic planning.</li> <li>• Mentor junior staff and contribute to a collegial environment.</li> <li>• Support Centre-wide initiatives and events.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in committees and institutional processes.</li> <li>• Contribution to successful delivery of Centre events and programmes.</li> <li>• Positive peer and supervisor feedback.</li> </ul>
<b>5. Corporate Responsibilities</b> <ul style="list-style-type: none"> <li>• Comply with USP policies, including health and safety, ethics, and governance.</li> <li>• Promote USP values and uphold professional standards.</li> <li>• Participate in performance review and professional development activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely completion of required training and reviews.</li> <li>• Evidence of adherence to USP policies and values.</li> <li>• Professional conduct and teamwork.</li> </ul>

## TERMS & CONDITIONS

Salary:

**Lecturer** : \$78,200.18 to \$102,893.50 per annum

**Senior Lecturer** : \$106,090.33 to \$122,412.06 per annum

Length of Contract: 5 years

Gratuity and Allowances: *No Gratuity*

Other Benefits: *contribution to superannuation*

## POSITION SPECIFICATION

### Knowledge / Experience and Qualifications (or equivalent level of learning)

#### A Lecturer must have;

- a PhD in the Environmental or Social Sciences, or a relevant field aligned with climate change with relevant tertiary teaching and research experience;
- tertiary teaching experience (normally 4 years) at undergraduate and postgraduate levels.
- good research publications in ranked journals with quality of research (QoR) at Lecturer level;
- experience in supervising Master and PhD students to completion;
- ability to teach a range of topics in Climate Change;
- excellent written and oral communication skills in English.

#### A Senior Lecturer must have;

- a PhD in the Environmental or Social Sciences, or a relevant field aligned with climate change with relevant industry/professional experience or a significant research profile. For example, Profession-based disciplines;
- tertiary teaching experience (normally 4 years) at undergraduate and postgraduate levels.
- in addition, a Senior Lecturer will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline.
- good research publications in ranked journals with quality of research (QoR) at Senior Lecturer level;
- experience in supervising Master and PhD students to completion;
- ability to teach a range of topics in Climate Change;
- excellent written and oral communication skills in English.

#### Preference will be given to applicants with:

- experience in teaching in developing countries;
- experience in distance & flexible teaching and multi-modal learning;
- willingness to undertake research as demonstrated by research publication records;
- willingness to work as a member of a dynamic team and experience in supervising postgraduate/masters research students;

**POSITION DESCRIPTION**

- experience in teaching in a multicultural environment;
- strong evidence of attracting external grants; and
- able to demonstrate self-reliant and can work independently.

**Key Skills / Attributes / Job Specific Competencies**

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

<b><i>Expert level</i></b>	<ul style="list-style-type: none"> <li>• exceptional written and oral communication skills</li> <li>• Strong proficiency in Microsoft applications such as Excel, Word, Projects, Power Point and others.</li> <li>• excellent interpersonal skills</li> <li>• Strong financial planning and budget management skills</li> <li>• Strong analytical skills using benchmarking, trend analysis and forecasting</li> </ul>	
<b><i>Advanced level</i></b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and meet tight deadlines</li> <li>• good organizational and time management skills</li> <li>• Ability to deliver outcomes in a cost effective manner</li> </ul>	<b>x</b>
<b><i>Working level</i></b>	<ul style="list-style-type: none"> <li>• attention to detail</li> <li>• flexibility and adaptability</li> <li>• Discretion and an understanding of confidentiality issues</li> <li>• self-motivated and able to work well in a team and with peers</li> <li>• able to work well in a multi-cultural environment</li> </ul>	
<b><i>Awareness level</i></b>	<ul style="list-style-type: none"> <li>• able to maintain confidentiality and use sound judgment and discretion</li> <li>• creative and innovative</li> <li>• able to give and receive constructive feedback</li> <li>• a friendly and flexible professional with a sense of humour</li> </ul>	