



**Executive Director, GTR Campbell Small Island Sustainability Research Centre (SISRC):  
University of The Bahamas, Commonwealth of The Bahamas**

<b>Date Posted</b>	June 2024
<b>Type</b>	Contractual with an option to renew
<b>Salary</b>	Dependent on Experience
<b>Employment Type</b>	Full-time

**Executive Director, GTR Campbell Small Island Sustainability Research Centre**

University of The Bahamas is seeking an Executive Director, GTR Campbell Small Island Sustainability Research Centre. The Executive Director, GTR Campbell Small Island Sustainability Research Centre, assumes a pivotal leadership role, reporting directly to the AVP, Graduate Programmes and Research. This position carries significant responsibilities in overseeing the development and execution of the Centre's strategic plan, fostering a culture of excellence, and ensuring the successful delivery of various academic programmes. The Executive Director will lead the GTR Campbell Small Island Sustainability Research Centre in addressing the critical issues of sustainability for small island developing states, with a focus on The Bahamas, and contribute to global efforts outlined in international agreements and conventions.

**DUTIES AND RESPONSIBILITIES:**

Reporting to the Associate Vice President Academic Affairs, the Executive Director, GTR Campbell Small Island Sustainability Research Centre shall:

**Strategic Leadership:**

- Oversee the development and execution of the GTR Campbell Small Island Sustainability Research Centre's strategic plan, aligning it with global sustainability goals and protocols.
- Advocate for and implement initiatives that address the challenges outlined in the original proposal, such as sustainable land use, climate change impacts, and the development of a comprehensive national plan.
- Provides strategic leadership for undergraduate and graduate instruction within SISRC.

- Collaborates with AVPs within Academic Affairs, University Librarian, Deans, and other administrators to align activities with the overall university strategic plan.

**Programme Management:**

- Ensure that programmes within the Research Centre actively contribute to sustainability efforts in The Bahamas and align with international agreements (e.g. Convention on Biodiversity).
- Foster cross-appointments of faculty members and collaboration with various entities, locally and regionally, to create a holistic approach to small island self-sufficiency and sustainability.

**Facility Management:**

- Oversee the design and operation of a 'Green Facility' that serves as a model for sustainable practices and aligns with international environmental obligations.
- Utilize the facility as a teaching tool, fostering awareness and behavioral changes in society towards sustainability.

**Research and Policy Influence:**

- Facilitate grant writing for research initiatives that directly address challenges, such as sustainable development and conservation efforts.
- Inform public policy decisions by actively participating in national discussions on green-building design, sustainable energy sources, and environmental obligations.

**Student Recruitment and Support:**

- Recruits and retains talented students, monitoring student enrollment and facilitating the timely completion of degree requirements.
- Advises students on academic probation and suspension.
- Facilitates the resolution of disagreements or conflicts between faculty and students, providing advice and support for disciplinary processes when required.
- Collaborates with colleagues to provide academic, financial, and psycho-social support to students.
- Contributes to efforts aimed at enhancing student success.

**Coordination and Collaboration:**

- Collaborate with national and international organizations, NGOs, and field stations to coordinate efforts for sustainability that align with global programs of action.
- Advocate for a coordinated national effort in addressing sustainability, consistent with global protocols and conventions.

**Accreditation:**

Ensures the SISRC meets and maintains the standards required to satisfy national and international accreditation procedures.

**Education and Outreach:**

- Develop and implement outreach programs that raise awareness about sustainability.
- Engage with the community, educational institutions, and policymakers to promote environmentally responsible lifestyle changes.

**Budget Management:**

- Develop and manage budgets that support the SISRC's initiatives in addressing sustainability challenges.
- Seek funding opportunities that align with the Centre's goals and contribute to national and global sustainability efforts.

The Executive Director will play a crucial role in advancing sustainability in The Bahamas and contributing to global initiatives outlined in international agreements and conventions.

**Accountability:**

Reports to and works in consultation with the AVP Graduate Programmes and Research on the execution of responsibilities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently and manage time effectively;
- Demonstrated experience in reporting, writing, monitoring and evaluation of research initiatives, preferably in a higher education or nonprofit setting;
- Experience in successfully soliciting local, regional, and international grant funding;
- Strong organizational skills, including the ability to manage competing priorities and deadlines;
- Demonstrated teamwork skills, team-oriented, and able to build morale and group commitments to goals and objectives;
- Strong analytical skills and experience with all Microsoft Office suite applications and software databases;
- Strong written communication and editing skills;
- Ability to write clear, articulate, and persuasive proposals;
- Conducive to working with varied personalities and collaborative teams;
- Self-motivated, proactive, and collaborative;
- Demonstrated ability to work in deadline driven environments; and
- Experience in successful management of multiple concurrent projects to meet deadlines.

## QUALIFICATIONS

- PhD Degree
- Extensive research publications in top tier academic journals;
- Proven ability to collaborate with faculty on research projects;
- Minimum of five years' experience with grant writing;
- Experience in successful management of multiple concurrent projects to meet deadlines;
- Experience managing and growing a portfolio of grants and sponsored research;
- Demonstrated ability to relate well to and understand the needs and interests of funding organizations in order to develop relationships between them and the university; and
- A familiarity with various international rules and regulations as pertains to the administration of higher education grants is desirable.

**Setting.** University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10<sup>th</sup> November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

**Application.** Application materials should include:

1. A cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Names and contact information of three persons who can provide letters of reference;
7. Completed UB Application for Employment Form found at this link: [UB Staff Application Form](https://ubhrapply.info/PeopleFirst)

**To Apply:** Apply electronically at <https://ubhrapply.info/PeopleFirst> *noting the position in the subject field*. Only electronic submissions will be accepted. Additional materials will be required of shortlisted candidates.