JOB POSTING

Position Title: Associate Director, Pacific Institute for Climate Solutions (UVic)
Location: University of Victoria campus, Victoria, BC
FTE: One-year term, with a possibility of extension
Salary: Commensurate with qualifications
Closing date: July 28, 2017 or until position is filled.

POSITION SUMMARY

The Pacific Institute for Climate Solutions (PICS) was established in January 2008 as a collaborative initiative between the four research universities in British Columbia. The Institute is housed at the University of Victoria. The mandate of PICS is to partner with governments, the private sector, other researchers and civil society, in order to undertake research on, monitor, and assess the potential impacts of climate change and to assess, develop and promote viable mitigation and adaptation options to better inform climate change policies and actions. The principal lines of communication between the partner universities are through the Executive Committee (on which sit the Vice-Presidents, Research from each university), the Program Committee (on which sit members from each university), and a PICS Campus Manager at each university.

The PICS Associate Director will be responsible for a number of key PICS programs, and will develop and oversee events and other outreach activities that promote the goals of PICS. The Associate Director is second in command at PICS and will stand in for the Executive Director as required. The successful candidate will take a leading role in the development and implementation of the Institute’s new strategic objectives.

WORKING RELATIONSHIPS

Reports on a regular basis to the Executive Director of PICS, but is expected to perform work independently and with minimal guidance. Works with the central PICS Office at the University of Victoria, and with PICS Campus Managers at the University of British Columbia, the University of Northern British Columbia and Simon Fraser University. This position liaises with faculty, staff and external project partners, the Office of Research Services, VP Research, VP Academic, and other UVIC departments as required, as well as with key ministries of the provincial government, municipal governments, business, industry, and the Pacific Climate Impacts Consortium (PCIC) at UVic.

WORK PERFORMED
Research and Research Management
• Develops partner relationships with industry, government and academia related to mitigation and climate adaptation initiatives.
• Assists the Executive Director in the implementation of the 2017-2023 strategic plan, including the partnership research model.
• Oversees funded research projects to ensure that the goals of PICS are being met. Is also responsible for tracking progress and impact, and reporting.
• Drafts conceptual frameworks.
• Manages special projects for PICS. Is responsible for setting project goals and timelines, assigning resources, tracking progress, implementation, and reporting.
• Promotes and coordinates the PICS Fellowship Program.
• Coordinates the work of the PICS campus coordinators at UBC, SFU and UNBC
• Prepares and submits research funding proposals; oversees research proposal submission process; ensures timelines are maintained.

Communications and Outreach
• Oversees the coordination of educational and outreach activities (i.e. seminars, workshops)
• Develops and fosters working relationships with various University support units e.g. Finance, Purchasing, and with various academic units working on climate change e.g. Ocean Networks Canada, CCCMA Climate Modeling Group, PCIC
• Liaises with community agencies, funding bodies, and governmental representatives as required.
• Collaborates with PICS staff on communications, and produces communications content, including for the website, background pieces, funding proposals, briefing notes, and others as required.
• Organizes PICS Annual Forum, and other major workshops and conferences as they arise.

Other
• Stands in for the Executive Director of PICS as required.
• Involves occasional travel lasting 1-3 days

EXERCISING JUDGMENT/IMPACT OF DECISIONS
This is a senior administrative/research position that plays a critical role in the success of PICS. Strategic planning, actions and decisions are crucial to the success of PICS. Work is governed by broad objectives and procedures and requires initiative and professional decision-making. Makes judgment calls, decisions and recommendations on all aspects of PICS research programs and outreach. Identifying delays which could hamper research activities.

SUPERVISION RECEIVED
Works with considerable latitude. Work is reviewed against achievement of project objectives.

SUPERVISION GIVEN
Often supervises graduate student employees or temporary staff, as required for outreach and education events.

MINIMUM QUALIFICATIONS & SKILLS
• Post-graduate degree or equivalent professional designation, with a solid understanding of climate change in general and the ability to understand conceptually the objectives and focus areas of the PICS mandate.
• Four years’ experience in managing research teams, or an equivalent combination of education and work experience.
• Proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government.
• Extremely strong leadership and interpersonal skills, and a demonstrated ability to take initiative.
• Demonstrated organizational skills and well-developed problem-solving and conceptual abilities.
• Proven management and strategic planning skills.
• Ability to develop and monitor work plans, timelines and budgets.
• Ability to work under the pressure of critical deadlines.
• Ability to maintain accuracy and attention to detail.
• Excellent writing and presentation skills.
• Ability to communicate complex scientific information especially to non-academic partners and audiences.
• Effective interpersonal and communication skills.
• Intermediate computer skills: Outlook, Word, Excel, PowerPoint.

HOW TO APPLY:

Please submit your curriculum vitae and cover letter to picsadmin@uvic.ca.

Deadline for applications is 4:00 pm (PDT), July 28, 2017, or until the position is filled.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.