

Job Description

Job Title:	Administrative Officer
Department:	Physics & Astronomy
Reports To:	Chair
Jobs Reporting:	Financial Officer, Graduate Program Administrator, Undergraduate Advisor, Classroom Demonstrator & Outreach Coordinator, Administrative Assistant, Graduate Studies Coordinator, Executive Assistant to the Nobel Laureate
Salary Grade:	USG 12
Effective Date:	December 2022

Primary Purpose

The Administrative Officer is a strategic leader and advisor, ensuring the department is well positioned to achieve the development and implementation of its strategic plan. As the most senior staff member in the department, the AO is responsible for overall business operations, human resource management, financial oversight, administrative infrastructure, and the management of facilities. The AO is responsible for initiating and developing strategic relationships with external organizations and other internal departments to support and further the teaching, research and community outreach activities, goals, and objectives. The AO provides continuity within the department during times of transition, such as the Chair's turnover. The AO exercises considerable judgment and discretion in their capacity

Key Accountabilities

Strategic Planning & Administrative Leadership

- Member of the Executive Committee, which develops long-range strategies and operational plans for the department; provides confidential and strategic advice, direction, information and data to support decision making for academic, research and outreach programming
- Develops structures and directs appropriate resources to support strategic and operational plans, including physical resources, financial resources and human resources
- Analyses data and executes requests for departmental information required at the departmental, faculty or institutional level
- Serves as primary source within the department for the interpretation and application of the Faculty of Science and department policies, procedures and guidelines
- Manages the continuity of academic administrators through effective record keeping and internal departmental procedures
- Develops and manages departmental databases, in coordination with the Faculty of Science
- Oversees strategic communication activities, including digital presence (website, social media)
- Oversees the planning and execution of all promotional and special events within the department (special events, retreats, program reviews and site visits)

Financial Management

- Develops and implements the department's annual operating budget, working with those in senior departmental administrative positions and the Faculty Financial Officer
- Develops and maintains business plans conducts analysis for planned or anticipated program changes & enhancements to ensure financial viability - including matters that relate to operations, human resources, curriculum changes, graduate funding, research and teaching spaces
- Monitors and reports on the financial status of major strategic and operational priorities
- Ensures financial viability of salary, non-salary expenditures and project-specific budgets for all fund types, and provides approvals as designated
- Provides financial information to the Chair on the overall financial status of the department, as required

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- Provides direction and guidance to staff and faculty members to ensure operating, research and trust accounts are effectively managed
- Works closely with the Financial Officer to develop, improve, and promote internal financial processes, ensuring that University policies and procedures are followed
- Provides direct oversight related to the management of special funds or projects – e.g. Endowed Research Chairs
- Provides direction and guidance for income sharing funds and one-time budget transfers between the Department and the Dean of Science Office

Human Resource Management

- Develops and manages staffing strategies in relation to the department's teaching/research objectives and strategic planning initiatives
- Provides oversight and direction for recruitment, training, performance evaluation, professional development, and retention of administrative, teaching and research support staff members within the department, including undergraduate students, coop placements and other temporary staff positions, assessing and managing financial risk associated with these hires
- Oversees the on-boarding of new faculty including office and laboratory set-up, training on HR and finance systems/processes, and University wide systems
- Develops new staff position descriptions & reclassifications approving grading and compensation recommendations
- Advises on succession planning processes and discussions
- Provides administrative leadership to administrative, teaching and research support staff, students, faculty and adjunct faculty members at the Perimeter Institute, Institute for Quantum Computing and the Waterloo Centre for Astrophysics
- In accordance with university policies and procedures, ensures all staff personnel files are kept up-to-date
- Approves and monitors all payroll paperwork for teaching assistants and casual/definite term employees

Academic and Research Operations Oversight

- Provides advice and consultation as needed for the Undergraduate and Graduate Committees
- Oversees the development and administration of course budgets for undergraduate and graduate teaching with input from with the Chair, Associate Chairs, and Directors
- Oversees the undergraduate and graduate course and laboratory scheduling / planning process
- Determines annual plans/financial allocations for GRS contributions, graduate scholarships and teaching assistantships and the yearly risk assessment for the associated funding models
- Develops and oversees administrative and financial structures for the Nobel Laureate office and academic partners such as the Waterloo Centre for Astrophysics, Institute for Quantum Computing and Perimeter Institute, with respect to collaborative teaching and research projects
- Provides oversight for operational purchases, and the upgrading of teaching and research lab infrastructure
- Provides strategic and administrative advice to teaching staff, to coordinate and support smooth operation of departmental equipment and technology for teaching activities
- Provides advice, oversight, and support for faculty research initiatives, and project financial management

Facilities, Health & Safety Management

- Executes strategic plans for space optimization and resource utilization with the department to ensure state of the art experiential learning and research spaces
- Initiates plans and oversees space allocations/reallocations, maintenance/repairs and renovation projects within the department
- Oversees proper decommissioning of research laboratories
- Plans and coordinates all moves and disposals within departmental space
- Coordinates and monitors work requests for physical space that is occupied by Physics & Astronomy
- Chairs departmental Health and Safety Committee; Departmental Safety Representative
- Provides oversight to ensure all graduate students, staff and faculty are compliant in the required health and safety training modules, including specialized training for research personnel

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- Supports and advises PIs in the management of safety programs and initiatives to ensure compliance with UW safety regulations (biohazards, lasers, chemicals, X-ray, radiation, hazardous waste)
- Manages departmental health and safety inspections for laboratories, administrative and teaching spaces
- Provides direction and guidance for faculty members and lab associates on health and safety issues
- Liaises with the Safety Office for Joint Health and Safety inspections and incident reporting

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University degree in a related field, business administration or commerce preferred. Familiarity with science, engineering or technical disciplines an asset

Experience

- 5+ years of management experience, preferably in academic setting
- 3+ years of staff management and operational leadership experience
- Leadership experience in strategic planning, developing administrative structures, human resource management, issues escalation resolution and operations management
- Several years' experience in developing, monitoring and managing budgets, including developing financial projections and participating in financial planning

Knowledge/Skills/Abilities

- Ability to demonstrate outstanding leadership and management skills and be a proven strategic and pragmatic thinker
- Must be a confident, organized, long-range planner, and an accomplished problem solver, able to quickly assess situations/individuals and lead solutions
- Ability to synthesize and organize financial information; demonstrated analytical skills
- Demonstrated ability to design and implement new and changing administrative and financial structures
- Ability to guide, coach and mentor staff; create and foster constructive team relationships
- Demonstrated ability to make independent decisions and to build consensus, where required
- Proven track record of successful relationship-building to work effectively and collaboratively across faculties and departments, and with various internal and external stakeholders
- Knowledge and experience interpreting UW policies, procedures and guidelines is preferred
- Multi-tasking, concurrent task and problem management skills are essential with the ability to assess, analyze and resolve issues highly complementary
- Tact, judgement & diplomacy are essential
- Ability to motivate others, and to facilitate and settle highly sensitive matters
- Competencies will include creative thinking, interpersonal, organizational and communication skills.
- Intermediate/advanced MS Word and Excel; Basic PowerPoint
- Experience with SharePoint, Concur, Unit4, ICIMS, Workday, Safely, UpGrad an asset

Nature and Scope

- **Contacts:** External to the Department, this person communicates with Faculty and University level administrators to obtain action, negotiate, and reach agreement. This role manages the relationship for administrative matters with key partners (internal and external to the university). Examples include Perimeter Institute, Institute for Quantum Computing, WIN, Nobel Laureate Office, Waterloo Centre for Astrophysics and the Faculty of Engineering and Math
- **Level of Responsibility:** Manages and performs specialized work with minimal supervision; high level oversight with direct and indirect reports

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- **Decision-Making Authority:** Makes independent decisions regarding administrative operations in support of the Department's teaching and research missions. Responsible for determining timelines, budget allocation, staffing resources to meet established objectives. Makes hiring and performance evaluation decisions regarding departmental administrative staff. Responsible for initiating and changes in procedures or systems and ensuring they are communicated and followed. Makes independent decisions regarding implementation and dissemination of information about institutional policies and procedures; develops guidelines for departmental operational practices. Confidentiality is required for sensitive topics.
- **Physical and Sensory Demands:** Minimal demands typical of a senior administrative position operating within an office environment
- **Working Environment:** Travel: None; Working Hours: Regular; Risks-physical and psychological: No significant risks, Minimal exposure to disagreeable conditions typical of a supervisory position