

Job Description



Job Title:	Administrative Officer
Department:	Biology
Reports To:	Department Chair
Jobs Reporting:	Financial Officer, Purchasing/Financial Assistant, Administrative Assistant, Undergraduate Program Manager, Undergraduate Program Advisor, Administrative Coordinator and Advisor for Graduate Studies, Department Office Assistant, After Hours Support Assistants, additional Technical Staff
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 Administrative Officer is responsible for development and management of overall business operations, human resource management, financial oversight, administrative structure, and the management of facilities, including equipment and technology. The Administrative Officer exercises considerable judgement and discretion in their capacity. The Administrative Officer ensures continuity as academic leadership changes.

Key Accountabilities

Strategic Planning and Administrative Leadership

- Provide strategic, confidential advice and direction to the Chair and Associate Chairs to support development of vision and strategies for The Department of Biology in academic, research and outreach missions.
- Provide academic administrators and researchers with confidential strategies (e.g. budget and finance, human resources, organizational change, personnel issues, infrastructure, etc.).
- Active member of the Biology Executive Committee which provides strategic leadership, advice and support to the Chair on department wide issues.
- Interpret and apply University, Faculty of Science and Department of Biology policies, procedures and guidelines.
- Develop, implement and monitor long-term strategic initiatives and operational plans (e.g. master space plan, facility renovations).
- Develop plans and oversee space management, renovation and new construction projects.
- Coordinate and manage resources required to support strategic and operational plans.
- Analyze and assess financial risk of long-term strategic and operational plans.
- Provide departmental information or ad-hoc reports required at the Faculty or institutional level.
- Manage related research units within Biology including oversight of facilities, utilization, financial management and performance (i.e., the Biology Graduate Student Association (BGSA), Canadian Psychological Culture Centre (CPCC)).
- Provide oversight for faculty research, including research ethics policies, tri-council and other government and contracts.
- Member of the department Space Committee and department Health and Safety Committee

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- Oversee the planning and execution of department events (retreats, reviews, outreach events, dept. social events).
- Oversee strategic marketing and communication activities including internal communication, web content and advertising.
- Participate in departmental self-studies, site visits and outcome responses of Biology cyclical reviews.

Human Resource Management

- Oversee the recruitment, onboarding, performance evaluation, promotion, professional development and retention of administrative staff, technical staff and lab instructors, ensuring roles match current department needs and strategic planning for future activities.
- Provide direct supervision of administrative and technical staff.
- Provide functional direction to Instructors, Research Technicians, Research Assistants, Research Associates and Post-Doctoral Fellows regarding human resource issues.
- Provide oversight and direction for hiring, training and day-to-day administration for research staff including Research Assistants, Research Technicians, co-op placements, volunteers and other casual and temporary positions to ensure compliance with The Employment Standards Act and University policies and procedures.
- Process hires in Workday (casual, co-op, work study, research mentee, >300 hires/year) and iCIMS contracts, ~40 hires/year.
- Authorize casual hours in Workday, authorize and monitor TA, proctor, marker hires.
- Oversee on-boarding of new faculty members including office and lab set-up, training on HR and financial systems and process, department support roles and University wide systems.
- Manage the annual staff performance evaluation process for administrative staff, technical staff and research staff.
- Review new staff position descriptions and reclassifications requests; provide recommendations for USG grading and compensation.
- Facilitate constructive team relationships and manage interpersonal conflict resolution.
- Coach and mentor staff, monitor workloads and provide direction and problem-solving guidance .
- Maintain personnel files, work schedules and vacation records for staff in accordance with University policies.
- Review and update administrative processes and implement improvements in compliance with university policies and procedures.

Financial Management

- Oversee the development and monitoring of the department annual operating budget.
- Provide financial forecast for multi-year projects and initiatives.
- Develop and administer course budgets for undergraduate teaching.
- Provide oversight for purchasing, upgrading, management and technical support of teaching and research lab infrastructure and operations (i.e. equipment, renovations, course supplies, sessional lecturers, teaching assistants).
- Provide direction and guidance for income sharing funds, one-time budget transfers between the department and Dean of Science Office and cost recovery activities.
- Monitor salary, non-salary expenditures and project-specific budgets for all fund types and provide approvals and financial compliance.
- Provide financial information to the Chair on the overall financial status of the department as required.
- Develop, improve and promote internal financial processes with the Financial Officer to ensure compliance with University policies and procedures.

- Provide direction and guidance to faculty and staff to ensure operating, trust, endowment and research accounts are effectively managed.
- Oversee cost recovery activities for department and research facilities.
- Manage e-commerce payments for undergraduate field courses and field trips.
- Oversee management of special funds or projects (i.e., conference funds).
- Monitor and report on the financial status of major strategic and operational initiatives.
- Conduct analysis to support planned or anticipated program changes and enhancements to provide department management with an assessment of financial viability.
- Authorize expenses on operational and faculty support work orders.
- Authorize expense or department TA budget. Authorize payroll expenses for Teaching Assistants and casual employees.
- Conduct periodic assessments of department TA funding model to manage financial risks within the context of the department budget.

Facilities and Physical Resource Management

- Develop and execute strategic initiatives to optimize usage of space and resources within the department, and to facilitate and maintain state of the art experiential learning and research space.
- Plan, implement and manage space allocation/reallocation in Biology 1, Biology 2, ESC and STC buildings in consultation with the Chair and Space Committee (approx. 100,000 square feet over 4 buildings).
- Oversight of department infrastructure, facilitate maintenance, repairs and oversee large-scale space renovations (31 research labs, 14 teaching labs, 6 teaching preparation rooms, 63 offices, Greenhouse Facility, Core Equipment Facility, Microscope Facilities, WATER Facility, Tissue Culture Facility, department vehicles).
- Plan and coordinate moves, asset disposal and lab decommissioning within the department.
- Authorize purchase and/or replacement of equipment, furniture, computers, lab consumables and supplies.
- Manage planned service interruptions and/or emergency shut-downs.
- Manage IST resources for the department.
- Manage space records within the department.
- Manage department security (security codes, lab door codes, lock changes).
- Manage Facility User Contracts and oversight for outreach groups using Biology labs (Science Outreach, ESQ summer camp, iBASE Science Students, iGEM research student group).

Health and Safety

- Member of the department Health and Safety Committee and Building Evacuation Coordinator.
- Provide supervision and oversight to ensure all members of the department are compliant with safety training, including any required specialized training for research personnel.
- Provide guidance to the Department Health and Safety Officer as they manage safety programs and initiatives within the Department to ensure all Biology research and teaching labs are compliant with UW safety regulations as outlined by the policies of the University Safety Office.
- Ensure specific safety requirements of wet labs including use and storage of chemicals, radioactive and biohazard level II materials are met.
- Ensure compliance with departmental and university health and safety inspection recommendations.
- Ensure proper decommissioning of research labs.
- Ensure Incident and Investigation Reports are completed and submitted to the Safety Office.
- Notify department members of planned fire drills and coordinate building evacuation changes with department Health and Safety Officer.

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Ensure faculty and staff complete risk assessment forms for field research and undergraduate course field trips.

Special Projects and Administrative Initiatives

- Member of the Departmental Space committee overseeing a 10-year major space renovation of all teaching, research and administrative space within Biology.
- Large-scale project involves working with an external architectural firm to design renovation plans, establish time-line and milestones, monitor project progress, allocate budget, and ensure communication of project status to relevant stakeholders.
- Attend and contribute to bi-weekly construction project meetings.
- Manage and authorize purchase of equipment and furnishings at established project milestones.
- Manage service disruptions, resolve concerns (e.g. noise, dust, vibrations, temperatures) and respond to inquiries about renovation project.
- Manage space relocation of personnel during renovation project.
- Manage post project deficiencies with Plant Operations.
- Manage post renovation lab move (e.g. phone relocation, installing shelves, whiteboards etc.).

**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

- Bachelor's degree and several years of increasing responsibilities and administrative experience in an academic department.
- Leadership experience in the areas of human resources and business administration required.
- Additional education or professional experience in management, operations, human resource administration and communications is an asset.

Experience

- 5+ years management and leadership experience, preferably in an academic environment.
- 3+ years experience developing, monitoring and managing budgets.
- Working knowledge of Human Resource legislation.
- Experience with operations and infrastructure management is preferred.

Knowledge/Skills/Abilities

- Knowledge and experience interpreting UW policies, procedures and guidelines is preferred.
- Highly developed organizational skills, long-range strategic planner and accomplished problem-solver, able to quickly assess situations and individuals and lead solutions.
- Ability to synthesize, organize and analyze financial information to inform strategic decision making.
- Excellent interpersonal skills are required, including outstanding verbal, written and listening skills.
- Ability to motivate others and facilitate constructive team relationships.
- Proven record of demonstrated tact, judgement and diplomacy is essential.
- Demonstrated ability to make independent decisions and to build consensus is essential.
- Proven track record of successful relationship-building is essential to work effectively and collaboratively across departments and faculties with various internal and external stakeholders.
- A strong understanding of the academic and research environment.
- Advanced knowledge of Microsoft Office, iCIMS, Workday, Unit4, Power BI, Concur, SharePoint, Outlook, Adobe.

Nature and Scope

- **Contacts:** This position requires communication with a wide range of internal contacts to obtain, clarify and discuss information and problems, leading to a resolution. The position requires sensitivity to the needs of a wide base, including staff, faculty, students and contract employees. Communication with internal and external staff to deal with operational matters and to influence and motivate others and to facilitate when settling highly sensitive matters. Internal contacts include Chair and Associate Chairs, senior staff in the Dean of Science Office and Administrative Officers in Science, Finance, Office of Research, Human Resources, Occupational Health, Safety Office, Plant Operations, Central Stores, Food Services and Procurement Services. External Contacts include travel agency, architectural firm, construction companies, external contractors and vendors.
- **Level of Responsibility:** Senior staff member managing department processes and initiatives. Performs specialized work with high-level oversight and has direct reports.
- **Decision-Making Authority:** Has signing authority for operating budget and allocation. Makes independent decisions regarding administrative operations in support of the department's teaching and research mission. Makes decisions on timelines, budget allocation, staffing resources to meet established objectives. Makes hiring and performance evaluation decisions regarding administrative staff. Makes decisions about the best way to document and communicate policies and procedures. Makes independent decisions regarding implementation and dissemination of information about institutional policies and procedures. Develops guidelines for departmental operational practices.
- **Physical and Sensory Demands:** Demands typical of a senior administrative position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a supervisory position. Psychological risk exposure to stress and pressure associated with senior level responsibilities, significant financial oversight and confidential human resource leadership.