# Job Description

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Director, Mapping Analysis and Design</th>
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<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Mapping Analysis and Design</td>
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<td><strong>Reports To:</strong></td>
<td>Dean of the Faculty of Environment</td>
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<td><strong>Jobs Reporting:</strong></td>
<td>Technical and Client Services Portfolios Manager, Windows Systems Administrator, IST Account Rep</td>
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<tr>
<td><strong>Salary Grade:</strong></td>
<td>USG 14</td>
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<td><strong>Effective Date:</strong></td>
<td>June 2019</td>
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## Primary Purpose

The Director is responsible for providing technology leadership for the Faculty of Environment and strategically guiding Mapping, Analysis and Design (MAD) unit. This leadership focuses on three broad areas: 1) Information Technology, 2) Curriculum support in computational-focused courses, and 3) experiential learning opportunities using the human and physical resources of MAD. The Director actively collaborates on campus-wide projects and assumes a leadership role in projects affecting both the Faculty and the campus at-large.

## Key Accountabilities

### Management
- Recruit, manage and supervise staff to maintain MAD’s high level of excellence.
- Establish, communicate, and maintain operating guidelines and procedures for staff in alignment with University policies and procedures.
- Supervise staff assigned to work in the department by other units, such as the Faculty Liaison staff from Information Systems and Technology (IST).
- Direct staff training and professional development opportunities to both assist in the achievement of their career path objectives and the provisioning of resources necessary to meet the technology (and associated) needs of the Faculty.
- Provide staff with a productive work environment and career opportunities. Maintain a cooperative and collegial workplace.
- Promote a co-operative, collegial approach to problem solving.

### Instructional and experiential learning support
- Provide faculty with instructional support that currently has a focus in geomatics and design areas.
- Proactively pursue growth options within the Faculty for new areas of instruction support and assess methods to provide them.
- Support experiential learning opportunities for students by providing environments/infrastructure and staffing skillsets to achieve these opportunities.
- Monitor curriculum directions in the Faculty to identify emerging opportunities for experiential learning and develop ways to realize and support those opportunities.
- Seek out and forge cross-campus collaborations in technology-oriented experiential learning.

### Infrastructure, service and support
- Ensure all information technology in the Faculty conform with function and direction as set out by the Dean, and University-wide steering and advisory committees.
- Ensure a fully functional, computing environment is available to all students, staff, faculty, and visitors in the Faculty.
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- Advise and make recommendations on IT purchases in the Faculty.
- Accountable for budget resource allocation and managing the implementation, maintenance, and retirement of systems, software, and technology services for the Faculty.
- Co-ordinate projects and technical activities within MAD. Ensure broad-based initiatives related to technology at the University involve MAD staff as appropriate and take Faculty needs into account.
- Direct the development of software and systems for instructional, research, and administrative purposes. Work directly with faculty and staff to specify, write or adapt programs and configurations to meet business needs.
- Participate in the ongoing technical work of MAD.

**Technology leadership**

- Represent the Faculty on campus-wide committees, including the Computing Technology Steering Committee (CTSC) and assign staff to University-wide committees and projects.
- Provide technological leadership and continuity of direction to the department.
- Assess current technology advances as they might affect or enhance the Faculty’s computing environments.
- Identify the needs of the user community and work with MAD staff to prioritize and meet these needs.
- Interact with vendors to ensure the technology needs of the Faculty are met sustainably.

*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 field related to computing technology or equivalent field and experience is required. Graduate university degree in an area related to the field of Environment is an asset.

**Experience**

- 10+ years of progressive experience within the field of information technology.
- Must have extensive direct supervisory experience, including mentoring, and developing teams and experience influencing senior level management and key stakeholders.
- Demonstrated leadership, strategic planning, negotiation, communication, interpersonal, analytics, and organizational skills.
- Experience in broad-based technology management in an academic environment is a strong asset.

**Knowledge/Skills/Abilities**

- Excellent management, leadership, team-building and interpersonal skills.
- Ability to apply abstract thinking to develop and execute strategic plans for the unit.
- A broad understanding of technology and how it applies to teaching and research undertaken within the Faculty.
- Excellent verbal and written communication skills and the ability to manage multiple responsibilities with conflicting priorities and deadlines is required.
- Proven ability to work collaboratively with campus IT and management teams.
- Ability to recognize implications of change in technologies and directions and proactively align unit resources to support the emerging changes.
- Detailed planning and organization of large and complex projects.
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- The Director is a working member of the MAD team and will apply his expertise in one or more technological disciplines.

**Nature and Scope**
- **Contacts:** Strong leadership, team building and project management skills. Excellent verbal and written communication skills, including the ability to communicate technical concepts to a wide variety of technical and non-technical audiences. Demonstrated ability to influence, and develop relationships at multiple levels across a wide range of functions within the Faculty, across the University, and with external providers of goods and services.
- **Level of Responsibility:** Provides strategic direction for the development and implementation of technology for the Faculty. Responsible for the budgeting, planning and implementation of IT infrastructure and applications to meet current and projected needs for the Faculty and related clients. Provide general management and leadership to the MAD staff, and coaching and mentorship to IT staff who work with MAD. Influence campus-wide decisions on the selection, implementation, and management of technology.
- **Decision-Making Authority:** Establish technology standards and direction for the Faculty in consultation with peers and key stakeholders. Prepare plans, budgets for IT purchases for the Faculty.
- **Physical and Sensory Demands:** Minimal demands typical of a senior leadership position operating within an office environment.
- **Working Environment:** The Director normally works in an office environment on a computing workstation, but often spends time meeting with peers, clients, and key stakeholders throughout the university, including occasional off-site trips. Work is normally carried out during UW business hours, with infrequent work on evenings, weekends, and holidays if emergencies or other conditions warrant.

* Performs other duties and assists with special projects as assigned.