

Job Description



Job Title:	Director of Infrastructure and Technical Resources
Department:	Faculty of Science
Reports To:	Dean of Science
Jobs Reporting:	Infrastructure Manager, Technical Resources Manager, Manager of Core Facilities
Salary Grade:	USG 16
Effective Date:	May 2022

Primary Purpose

The Director of Infrastructure and Technical Resources is accountable to the Dean of Science for the management of Faculty-wide infrastructure, resources and technical services in support of teaching, research, and administrative service for the Faculty of Science. The Director leads Faculty of Science space planning and provides direction for retrofit, renewal and new build projects in which the Faculty of Science is a stakeholder. All budgetary aspects of capital and major infrastructure project are managed by the Director. The Director is responsible for 10 buildings and an annual infrastructure budget of \$15 million. As a member of the senior administration team of the Faculty, the Director is accountable for a wide variety of infrastructure and special projects that impact the future success of the Faculty, the University and beyond. This position is central to the ongoing efficient functioning of the Faculty of Science as a research and teaching enterprise.

Key Accountabilities

Leadership and Strategic Planning

- Develops and leads strategic planning to assure that the Faculty of Science is maximizing opportunities for efficient delivery of technical resources and core facilities while optimizing the faculties ongoing investments.
- Ensures that projects support the vision, strategic priorities, and objectives of the Faculty of Science.
- Provides leadership for infrastructure, core facilities and technical resource projects within the Faculty of Science.
- Provides leadership and strategic direction in the execution of new building construction and facility renewal across the Faculty of Science to ensure that the needs of faculty departments and schools are met, and connects decision making with associated impacts to budget
- Leads and advances special and/or collaborative infrastructure projects internal and external to the University. Collaborates with other senior leaders across the campus including Deans and Executive Officers, Directors and Vice Presidents.

Operational Management

- Provides leadership on the allocation, condition, maintenance, and use of space for faculty, staff, students and partners engaging with unit heads and the Dean of Science as appropriate.
- Evaluates risk management, facilities conditions, and communicates with senior campus administration to establish priorities for facility repair, replacement, or capital renewal.
- Provides strategic leadership for core infrastructure and resources operated by the Faculty of Science to support research and teaching goals.

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- Operational management plans for infrastructure and resources are developed through consultation with Unit Heads, Assoc. Dean Research and Dean. Infrastructure includes several Faculty-level core facilities (e.g., Science Technical Services) and Departmental core facilities and major instrumentation (e.g., Water Facility). While day-to-day operation may be executed at the Unit level, this role provides oversight and direction on technical and operational matters.
- Leads additional special projects related to infrastructure and ensures those projects align with the vision and strategic goals of the Faculty of Science and the University to promote sustainability, campus master plan, and facility renewal program.

Human Resource Management

- Manages Science Technical Services staff and provides human resource oversight to the team of technical professionals.
- Recruits, selects, assigns, supervises, manages performance of, and terminates staff. Establishes, communicates, and maintains operating guidelines and procedures for staff in alignment with University policies and procedures.
- Directs staff training and professional development opportunities to assist in the achievement of their career path
- Provides staff with high level direction, a productive work environment and career opportunities. Maintains a cooperative and collegial workplace.

Strategic Initiatives

- Assumes leadership of current and future strategic initiatives, as directed by the Dean.
- Supports the development of new initiatives, research centres, and faculty research space requirements.
- Advises the Dean of Science and provides critical support and prompt responses during crises.
- Development and implementing of core facilities and technical resources and provide leadership to meet the high level of research and teaching in the Faculty of Science.

**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

- A university degree in science is required; an MBA or equivalent combination of education and experience will be considered an asset.
- The role requires an understanding of health and safety related to substances and equipment within research spaces.

Experience

- Minimum 10 years of professional experience providing strategic, administrative and management in a large post-secondary institution.
- Extensive experience in roles of progressive responsibility and senior administrative experience.
- Significant experience in building consensus and influencing decisions in an academic environment

Knowledge/Skills/Abilities

- Must be able to quickly assimilate information, analyze data, and provide strategic advice, guidance and decisions on behalf of the Dean of Science.

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- Understands and can translate needs of researchers to architects, consultants, Plant Operations as they relate to the needs of highly technical research spaces that will achieve optimal outcome for Faculty of Science constituents.
- Active in health and safety and incident prevention by establishing, adhering and ensuring assigned support staff are following departmental policy, procedures and safe work practices required by the University health, safety, and environmental management system (HSEMS), and in accordance with relevant health and safety legislation, developing and enhancing a safety culture among employees within the Faculty of Science.
- Exceptional interpersonal, communication and presentation skills with proven strength in building relationships with stakeholders at all levels.
- Extensive experience in operational leadership, strategic thinking, and change management, with the ability to identify inefficiencies and implement solutions to improve processes and systems.
- Demonstrated experience in taking a strategic approach, ability to track key performance indicators, metrics and measures to ensure success and accountability.
- Exceptional organization and time management skills with a proven commitment to quality assurance, accuracy and fiscal responsibility.
- Proven ability to work cohesively to encourage change management while communicating broadly with key stakeholders.
- An enthusiastic and motivated individual with the ability to help create, and sustain a transparent and collaborative organizational structure focused on continuous improvement.

Nature and Scope

- **Contacts:** Internally, communicates with senior leadership and senior colleagues within the Faculty and campus wide to influence, advocate and promote the vision and strategic planning for the Faculty of Science. Provides leadership, strategic advice and counsel to senior leadership committees including Joint Health and Safety, Campus Space, Green Labs, Campus Energy Working Group, Science Faculty Council.
- **Level of Responsibility:** Provides strategic direction within the Faculty of Science to meet current and projected needs for the Faculty and related clients. Provides general management and leadership to the Infrastructure Manager, Technical Resources Manager, Manager of Core Facilities and coaching and mentorship to staff. Influence campus-wide decisions on space and infrastructure. Consequences of error may include, but are not limited to disrupting operations, risks to the Faculty of Science's reputation, and undue financial hardship.
- **Decision-Making Authority:** Responsible and accountable for all aspects of the role as outlined above with particular emphasis on operations, risk management, infrastructure, and strategic initiatives.
- **Physical and Sensory Demands:** Position has ongoing deadline pressure with rapidly evolving and competing priorities; an unpredictable workload; continuous interruptions by others on an ongoing basis; and exposure to emotionally charged situations.
- **Working Environment:** May include exposure to disagreeable conditions. May be exposed to stressful situations consistent with senior level responsibilities in a complex academic environment. Position may include long hours and occasional travel required. In emergency situations, Director may be contacted outside of regular working hours.