

Job Description

Job Title:	Administrator
Department:	Centre for Ocular Research & Education (CORE)
Reports To:	CORE Director
Jobs Reporting:	Recruitment and Marketing Coordinator Research Assistants Resource Coordinators Study Administrative Assistant Administrative Assistant
Salary Grade:	USG 10
Effective Date:	December, 2023

Primary Purpose

The Administrator is responsible for managing the hiring, onboarding and ongoing employment of all CORE employees including setting or consulting on employee salaries. The Administrator acts as supervisor for the CORE clinical administrative staff and provides support on various levels to all CORE employees including administrative processes. This position is a member of the CORE Senior Administrative Team (SAT), which is the decision-making body within CORE, and also undertakes the financial approval role on several UW financial systems such as Unit4 and Concur. This position is contingent upon funding.

Key Accountabilities

Human Resources Administration

- Supervises the CORE clinical administrative staff, assigning workload and evaluating performance.
- Determines and initiates the hiring process for all CORE personnel depending on type of employment and according to UW policies, including preparing job descriptions, obtaining approvals, creating, and approving new hires in iCIMS, Workday and WaterlooWorks or advertising, as required, and interviewing prospective candidates.
- Determines salaries for support staff, co-op students, and graduate students and consults on salaries for research staff.
- Onboards all new CORE employees ensuring that they have access to required resources and all electronic sites and have completed mandatory UW safety, Optometry privacy and regulatory/SOP training, required to complete their tasks.
- As a member of SAT, participates in the decision to terminate staff employment, processes the necessary paperwork to complete the termination and participates in termination meetings when necessary.
- Facilitates the hiring of foreign workers and supports the requirements of visitors with guidance from UW Legal and Immigration Services.
- Provides support as needed to all CORE employees.

Financial Support

- Generates and administratively manages the annual salary budget for all CORE employees.
- Maintains signing authority on all CORE work orders.
- Acts as approver for UW systems such as Unit4 transactions, Concur cost centres and department purchasing cards.
- Holds a department purchasing card and the department's primary petty cash fund.
- Acts as a resource/backup to the CORE Manager, Research Contracts and IP.

Job Description



Decision Making

- Is a member of the CORE SAT, which is the decision-making body for day-to-day CORE functioning, and represents staff as required.
- Sits as a voting member on the CORE Management Board, which is responsible for overseeing the strategic direction and operations of CORE and is also responsible for setting the agenda and taking minutes.
- Acts on behalf of the Director and other members of the SAT, as required.

Employee Training and Development

- Ensures all CORE employees and visitors are made aware of CORE confidentiality requirements and have signed the CORE Confidentiality/Non-Disclosure Agreement.
- In consultation with sources in CORE, WOVS and on campus, establishes the mandatory training requirements for all CORE employees.
- Ensures that CORE Employee Guidelines conform to UW Policies, Procedures and Guidelines, oversees implementation and deals with nonconformists.
- Organizes team-building activities and development opportunities where possible to foster positive and collaborative working relationships for CORE employees.

Resources and Procurement

- Manages CORE's physical resources and space; including providing each employee with basic needs such as a workstation, phone extension, access to keys, computer hardware and software and any other resource needed for their particular duties.
- Determines and facilitates level of access to the CORE electronic environment that each employee will require to perform their appointed tasks as well as physical access to CORE space.
- Sets up contracts with independent contractors and service agreements with equipment suppliers.
- Liaises with Optometry IT and Plant Operations to manage issues related to computing environment and physical space.
- Facilitates the procurement and storage of equipment.
- Oversees offsite storage of study data.

Communication

- Acts as list administrator for CORE email list, maintaining up-to-date membership and approving posts by non-members.
- Manages and tracks employee time off through the CORE Outlook calendar and ensures that all vacations are approved by the appropriate supervisor.
- Chairs monthly clinical administrative staff meetings and community outreach meetings.
- Oversees monthly staff meetings, prepares agenda, and distributes minutes.
- Updates and administers the Business Continuity Plan as required.
- Provides support for the CORE social media and newsletter teams.
- Manages the CORE general email account.

Other

- Coordinates conference presence at two major conferences per year for all attending CORE personnel and assists personnel with attendance at other conferences as needed.
- Oversees and assists with travel support for the CORE Director.
- Interacts with the School of Optometry Safety Officer and the UW Safety Office to oversee the safety of CORE clinical facilities.
- Manages fire wardens for CORE and acts as fire warden for third floor research wing.

**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 <ul style="list-style-type: none">• College diploma or university degree, preferably in human resources and/or finance, or equivalent education and experience is required.
Experience <ul style="list-style-type: none">• A minimum of 5 years managing/supervising multi-functional teams is required.• Involvement in processes related to human resource management is required.• Familiarity with UW ancillary departments and procedures is an asset.• Previous experience in an optometry or other health related setting would be an asset.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Excellent interpersonal, oral, and written communication skills are required.• Proven supervisory experience is required.• Proven ability to establish and maintain effective working relationships with senior administration, faculty and staff on campus and contacts external to UW.• Exceptional time management and organizational skills.• Demonstrated judgement, tact, and diplomacy.• Demonstrated ability to work well independently and in a fast-paced team environment that requires superior problem-solving capabilities.• An understanding of financial procedures is an asset.• Familiarity with the social media environment is an asset.• Basic knowledge of immigration processes is an asset.

Nature and Scope

- **Contacts:** Provides support, including advice and guidance, in varying degrees to all CORE employees. Frequently informs and consults with WOVS administrative staff on matters related to human resources and policies and procedures, including specific financial responsibilities. Oversees communication between CORE and WOVS IT and technical departments. Shares information with the Dean of Science Office and ancillary departments including human resource and finance. Monitors CORE general email and deals with external inquiries.
- **Level of Responsibility:** Supervises clinical administrative staff and is responsible for completing the hiring process and onboarding/offboarding of all CORE employees. This includes playing a role in employee layoffs and dismissals when necessary. Manages and enforces employee guidelines. Drafts and manages CORE's salary budget. Acts as approver on iCIMS, Unit4, CORE Pcard statements, cost centre for CORE Concur claims, WaterlooWorks, access to CORE keys, other physical space, electronic environment, and any other process requiring admin approval from CORE. Acts on behalf of the Director and other members of SAT when required. Updates and implements CORE Business Continuity Plan when needed. Incumbent functions independently with oversight from Director and SAT.
- **Decision-Making Authority:** Incumbent is a member of the SAT and Management Board, the two decision-making bodies of CORE. Makes human resource decisions on behalf of CORE. Determines salaries for support staff, co-op students, and graduate students and consults on salaries for research staff. Acts as a resource for CORE personnel and either has the authority to make associated decisions or can facilitate problem solving.
- **Physical and Sensory Demands:** This position experiences minimal demands typical of a senior position operating within an office environment where there is extensive computer use and many distractions over the course of the day.
- **Working Environment:** There is exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with senior level responsibilities. Dealing with human resource matters

Job Description



means there are often sensitive and emotional issues to be managed and knowing the impact that these can have on employee's lives increases the stress.