

Job Description

Job Title:	Director of Planning, Engineering
Department:	Dean of Engineering Office
Reports To:	Dean of Engineering
Jobs Reporting:	None
Salary Grade:	USG 13
Effective Date:	November, 2014

Primary Purpose

This position is responsible for developing and managing the Faculty's strategic academic planning process and its outcomes. It also provides research, analysis and reporting functions in support of a wide range of Faculty activities.

Key Accountabilities

Responsible for the Faculty's strategic academic plan

- Establishes, maintains and implements a process and framework for strategic planning in the Faculty of Engineering
- Sources, reviews, analyzes and interprets data pertinent to Faculty and departmental planning
- Produces plan outcomes, including but not limited to: baseline data, published plan documents and overviews, annual performance measurement reports
- Directs the monitoring of, and reporting on, the Faculty's strategic plan
- Ensures information dissemination and broad consultation across the Faculty on all planning matters
- Provides counsel to the Dean and senior academic administrators on matters of plan development, implementation and performance measurement
- Conducts ongoing research and environmental scanning in support of the planning process and the current plan's priorities

Provides research, analysis, interpretation and reporting functions

- Provides analytical support, information and reports in support of the Faculty's planning, decision-making and performance-measurement processes
- Sources, analyzes, verifies (and cleanses as needed), and interprets information related to the Faculty of Engineering for internal (e.g. planning/management/decision support), public (e.g. publications/presentations/ websites) and reporting (e.g. professional boards/academic councils) purposes
- Accountable for the identification of data sources and development of data definitions, as well as the recommendation of such to the Dean and senior academic administrators in the Faculty, to members of UW's central administration, to other universities across Canada and to professional agencies
- Responsible for verifying, understanding and explaining the use of University and Faculty information in external contexts, including those (e.g. international university rankings) to which data has not been submitted by the director

Manages the Faculty of Engineering student intake targets, complement targets, hiring plans and position control

- Facilitates, informs, and provides counsel on the development and updating of targets for all units in the Faculty related to: undergraduate student intake, graduate student intake, faculty complement and staff complement
- Responsible for the management of internal target records and required reporting for planning and internal operational use, including submission of student targets to IAP for enrolment planning and MTCU reporting and submission of regular hiring plan updates to the Provost Office
- Tracks and reports progress to target
- Responsible for the faculty and staff hiring plans and position control for the Faculty of Engineering:
 - Builds and maintains the tools and datasets required to ensure accurate faculty and staff data (including filled, open and new positions) for Engineering, verifying these with other University records (e.g. Finance complement records, HR data) as needed
 - Reviews and verifies the position on each Mission Critical form prior to the Dean's approval
 - Integrates positions with targets to ensure accurate records and appropriate use of open and new positions
 - Leads and supports the annual reporting and verification of faculty and staff positions with all units

Responsible for government relations activities in the Faculty of Engineering

- Provides support, analysis and briefings to the Dean and leadership team related to government policy and programs
- With the Dean and appropriate members of the leadership team, develops Engineering contributions and responses to University proposals, responses, reports, etc. to government

Participates in the Faculty's committees of senior administrators (CAD, APC, EPC) and on specialized University of Waterloo committees as required

- Working with the Dean, establishes the priorities and sets the agenda for the Engineering Planning Committee
- For other committees, provides information for decision support as required and provides counsel on strategic planning, performance measurement and other related issues
- Represents the Dean and/or Faculty on institutional committees related to the planning portfolio and specialized areas of study (e.g. global university rankings, bibliometric measurement, strategic planning)
- Member of the University's Leadership Forum

Provides leadership on the development and implementation of new information systems and other projects aimed at process improvement and increased operational efficiency across the Faculty

- For information systems specifically, defines reporting metrics, data sources, definitions and collection mechanisms
- Provides advice and services related to project management and oversight
- Ensures effective change management through communication, consultation, expectation management, training and development

Required Qualifications

Education

- Bachelor's degree required.
- Additional training or professional development related to strategic planning and performance measurement preferred.

Experience

- Minimum 5 years progressive experience with a proven track record of achievement in strategic planning, project management or performance measurement, preferably in an academic setting. Competencies will include strategic thinking, project management, analysis, research, reporting, organizational and communication skills.

Knowledge/Skills/Abilities

- Advanced skills in Microsoft Office Word and Excel, intermediate skills in Microsoft Office PowerPoint
- Intermediate skills in SharePoint

Nature and Scope

- **Contacts:** Internally, communicates with members of the Faculty's senior management team (Dean, Associate Deans, Academic Unit Heads and Senior Staff) and members of University offices (most notably Institutional Analysis and Planning and the Provost Office) to obtain action, reach agreement and negotiate; communicates with all members of the Faculty of Engineering (students, faculty, staff and administrators) to present, discuss information and problems, and to deal with, influence or motivate groups of people. Externally, communicates with senior colleagues at other academic and professional institutions to exchange or provide information, to obtain, clarify and discuss information and to obtain action, reach agreement and negotiate.
- **Level of Responsibility:** Manages a company-wide function or process that is specialized but has no direct reports.
- **Decision-Making Authority:** Responsible for establishing and managing the process and framework by which the Faculty of Engineering engages in strategic planning and accountable for the outcomes of that process (including, but not limited to the published strategic plan and annual updates). Independently researches, sources and analyzes data, and develops reports for various internal and external bodies. Makes decisions and recommendations to the Dean and senior academic administrators on appropriate data sources, definitions and interpretations for strategic and formal reporting uses.
- **Physical and Sensory Demands:** Minimal demands typical of an executive position operating in an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an executive position exposed to stress and pressure associated with senior-level responsibilities.