

Job Description

Job Title:	Administrative Officer
Department:	Chemistry
Reports To:	Chair, Chemistry
Jobs Reporting:	Financial Officer Administrative Assistant
Salary Grade:	USG 10
Effective Date:	April 2019

Primary Purpose

The Administrative Officer is responsible for effective management of all non-academic aspects of the Department of Chemistry within the framework of the Faculty of Science and the University of Waterloo. The purpose of the position is to manage budget and financial activity; supervise staff and provide support and guidance to the Department with respect to human resources; and to provide management and oversight of other administrative functions, such as space, safety and planning. The Administrative Officer serves as a resource to the Chair and other senior administrators in the Department and provides leadership and support for strategic initiatives and special projects. As the senior administrative staff member in the Department, the Administrative Officer provides continuity as academic leadership changes.

Key Accountabilities

Financial Management

- Working with the Faculty Financial Officer, establishes the Department's operating budget on an annual basis. Provides direction and guidance for income sharing funds and one-time budget transfers between the Department and the Dean of Science Office, or other units on campus, as required.
- Working with the Chair and those in senior departmental administrative portfolios, establishes budgets and allocates resources for departmental activity (i.e., teaching assistants, sessional lecturers, equipment, and renovations).
- Actively monitors salary, non-salary expenditures and project-specific budgets for all fund types and provides approvals as designated. Oversees the flow of financial approvals from departmental accounts and provides support and backup to previewers when required.
- Provides accurate and up-to-date financial information to the Chair on the overall financial status of the department monthly and as required, including research grant and contract accounts, and any other financial risks or liabilities (e.g., severance).
- Works closely with the Chemistry Financial Officer to develop, improve, and promote internal financial processes for the Department, ensuring that University policies and procedures are followed. Provides direction and guidance to Chemistry Financial Officer, administrative staff and faculty members to ensure operating, trust and research accounts are effectively managed.
- Provides direct oversight related to the management of special funds or projects (e.g., Canada Research Chairs).
- Monitors and reports on the financial status of major strategic and operational initiatives (i.e., partnership agreements, renovations, research services)
- Conducts analysis to support planned or anticipated program changes & enhancements to provide departmental management with an assessment of financial viability.

Human Resources Management

- In consultation with the Chair, oversees the recruitment, performance evaluation, professional development and retention of staff members within the Department.
- Assists the Chair with the administrative components of recruitment, evaluation, promotion, and retention of faculty members.
- Provides administrative supervision to Lab Instructors and Research Support Staff in the Department.
- Manages the job evaluation process for departmental staff positions. Makes recommendations on the timing for review of positions and working with Human Resource's Job Evaluation team makes recommendations with respect to grading and compensation.
- Reviews and up-dates departmental administrative processes and make recommendations for improvements.
- Responsible for ensuring all graduate students, undergraduate student researchers, staff and faculty have completed required online health-safety training modules.

Facilities Management

- Plans, implements and manages space allocations/reallocations within the department. Takes responsibility for facilitating maintenance and renovation of space as approved through Departmental and Faculty processes.
- Coordinates and monitors work requests for physical space that is occupied by Chemistry.
- Identify, and refer to the appropriate group, deficiencies that are noted as concerns in safety inspections.
- Working with the Chair of the Chemistry Safety Committee, ensures adequate safety training, resources and supports are in place, and monitors the health and safety requirements of space occupied by Chemistry personnel.

Administrative Leadership

- Ensures continuity with the succession of academic administrator through effective record keeping and internal departmental procedures.

Departmental Information Systems and Technology

- Liaises with Faculty of Science computing team to support Departmental computing and IT needs.
- Manages and coordinates departmental databases.
- Supports requests for departmental information required at the Faculty or institutional level.

Special Projects, Initiatives and Responsibilities

- Liaise with academic partners such as the University of Guelph, Institute for Quantum Computing, Waterloo Institute of Nanotechnology and the Nanotechnology Engineering program with respect to collaborative teaching and research projects.
- Manages and participates in departmental self-studies, site visits and outcome responses.
- Other projects and duties as may arise.

**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 in Business Administration, Human Resources or related discipline

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- Equivalent combination of education and experience will be considered
- Familiarity with chemistry and biochemistry in particular, but also science, engineering or technical disciplines in general an asset.

Experience

- 5 years of progressively responsible administrative experience, preferably in an academic setting
- 3 years of staff management and operational leadership experience
- Demonstrated experience developing, monitoring and managing budgets, including developing financial projections and participating in financial planning

Knowledge/Skills/Abilities

- Ability to synthesize and organize financial information; demonstrated analytical skills
- Multi-tasking, concurrent task and problem management skills are essential with the ability to assess, analyze and resolve issues highly complementary
- Tact, judgement & diplomacy are also essential
- Competencies will include strategic and creative thinking, people management, interpersonal, organizational and communication skills.
- Intermediate/advanced MS Word and Excel
- Basic PowerPoint
- Experience with Sharepoint, Concur, Unit4, ICIMS, Workday and/or Microsoft Access an asset

Nature and Scope

- **Contacts:** External to the Department, this person communicates with Faculty and University level administrators to obtain action, negotiate, and reach agreement. This role manages the relationship for administrative matters with key partners (internal and external to the university). Examples include GWC², IQC, WIN and the Faculty of Engineering.
- **Level of Responsibility:** Has department-wide impact with direct reports; performs specialized work with minimal supervision.
- **Decision-Making Authority:** Makes independent decisions regarding administrative operations in support of the Department's teaching and research missions. Makes decisions on timelines, budget allocation, staffing resources to meet established objectives. Makes hiring and performance evaluation decisions regarding departmental administrative staff. Make 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:** Minimal demands typical of a senior administrative position operating within an office environment.
- **Working Environment:** Office based, Minimal exposure to disagreeable conditions typical of a supervisory position