



JOB TITLE: Director of Planning, Math

DATE:	January 2017
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REPORTS TO (job title): Dean of Math

JOBS REPORTING (job titles): n/a

DEPARTMENT: Dean of Math Office

LOCATION: Main Campus

USG: 13

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, interpretation and reporting functions in support of a wide range of Faculty activities.

KEY ACCOUNTABILITIES:

1.	<p>Responsible for the Faculty’s strategic academic plan</p> <ul style="list-style-type: none"> • Establishes and implements a process and framework for strategic planning in the Faculty of Math • 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 • Additional projects based faculty strategic plans.
2.	<p>Provides research, analysis, interpretation and reporting functions</p> <ul style="list-style-type: none"> • Provide 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 Math 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 (for example, international university rankings) to which data has not been submitted by the director
3.	<p>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</p> <ul style="list-style-type: none"> • 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 • Identifies opportunities to reduce duplication and errors and to ensure consistency across the Faculty and university as applicable
4.	<p>Establishes and implements processes to increase awards and honours awarded to faculty members</p> <ul style="list-style-type: none"> • Plans, develops and evaluates strategies to increase recognition of faculty member excellence and success rates in major external award programs • Develops expertise, provides guidance and advice, and disseminates information about major external awards, their terms of reference, guidelines, deadlines and eligibility requirements • Identifies major awards and suitable candidates for nomination

	<ul style="list-style-type: none"> Ensures excellent nomination packages are submitted for all major external awards, co-ordinating, writing and reviewing various aspects of each as appropriate Directs and co-ordinates the work of the Faculty's awards and honours committee Represents the Dean and the Faculty on the University-level awards and honours committee
5.	<p>Develops long-term and short-term space plans</p> <ul style="list-style-type: none"> Interacts with all Department Chairs, School & Centre Directors on all space matters that include long-range planning, renovations, approval of CFI initiatives/contracted research undertakings that require a space commitment by the Faculty, space for new appointments, etc. Develops costs relative to space holdings, renovations and works collaboratively with the Executive Officer to ensure accurate details are provided for this purpose. Collaborates with the Advancement Office to identify potential donor supported naming opportunities for renovations and new construction. Collaboratively develops and monitors an ongoing facilities renewal plan and budget. Creates transition plans for renovations and new facilities. Ensures that all space is used well and equitably among the Departments; standards need to be discussed and applied uniformly. Chairs the Faculty Space Planning Committee. Ensures complete transparency of the planning process pertaining to all space matters that must include prioritization, allocation, renovation and new construction. Ensures the availability of long-term infrastructure planning of the University; the provision of serviced building sites and the availability of power, as well as heating and or cooling infrastructure. Ensures the security of space used by the Faculty in support of its teaching and research responsibilities, Provides for issues of accessibility and equity, particularly within new construction, as well as the retrofitting within renovations to provide overall improvements. Promotes energy conservation and the greening of buildings.
6.	<p>Manages the Faculty complement targets, hiring plans and position control</p> <ul style="list-style-type: none"> Responsible for the staff hiring plans and position control for the Faculty: <ul style="list-style-type: none"> Builds and maintains the tools and datasets required to ensure accurate faculty and staff data (including filled, open and new positions) for Math, 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

POSITION REQUIREMENTS:

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.

Technical:

MS Word	Excel	PowerPoint	Other
Advanced	Advanced	Intermediate	SharePoint: Intermediate

NATURE AND SCOPE:

- Interpersonal Skills:** 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) to obtain action, reach agreement and negotiate; communicates with all members of the Faculty of Math (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 Math 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.