

Job Description

Job Title:	Managing Director
Department:	Institute for Quantum Computing (IQC)
Reports To:	IQC Executive Director
Jobs Reporting:	Associate Director, Finance, Associate Director, Administration, Associate Director, Information Technology, Director, Communications and Strategic Initiatives
Salary Grade:	USG 17
Effective Date:	October 2022

Primary Purpose

The Managing Director (MD) is a strategic leader and advisor, ensuring the Institute is well-positioned to achieve its bold vision and strategy. Reporting to the IQC Executive Director (ED), this position is responsible for the leadership, advancement, business operations, and oversight of IQC. The MD provides strategic leadership for the planning, development, implementation, and evaluation of IQC's world-class research environment, infrastructure, financial plans, stakeholder engagement strategy, services, administrative projects, and strategic initiatives. The MD connects effectively with industry, academic and government partners and private funders and builds upon the vision of IQC for long-term sustainability. In pursuit of this objective, this position involves extensive consultation and collaboration across IQC and with senior campus leadership (Academic Support Unit VP/AVPs, Deans, and Faculty), significant interaction with C-level executives (internal and external) and leading global scientists. Also, the MD manages twenty-eight staff with four direct reports. The MD is a member of IQC's advisory board and executive committee and serves as the ED's replacement when the ED is unavailable or has a conflict of interest. This position is a significant decision-making authority for IQC and UWaterloo's pan-university quantum initiatives.

Key Accountabilities

Strategy Business Planning, Direction Setting and Leadership

- Collaborates with the ED to develop long-term vision and strategy for IQC, with a particular focus on business operations, world-class research environment, and infrastructure, and their integration with IQC programs
- Leads goal-setting activities and priority area definition and supports the review of science outcomes and plans
- Provides oversight to the development of strategic plans within IQC and projected planning and expenditures
- Creates and executes a strategic plan for funding of the Institute's capital and operating requirements, ensuring IQC has necessary resources to attract and retain the finest faculty, students, and staff and these individuals are appropriately equipped, housed and funded and hence able to create the world's leading centre of its kind
- Executes IQC strategic plan for long-run sustainable funding
- Aligns resources (budget, staff, systems and processes) with strategy
- Plans, develops and executes operating and financial plans, budget management and oversight, board initiatives, and ad hoc initiatives
- Develops multi-million dollar funding/grant opportunities, including relationship development and management with national and provincial government bodies

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<ul style="list-style-type: none">• Responsible for annual reporting on faculty, staff, and administrative infrastructure
<p>Responsible for Implementing and Achieving Long-Term and Short-Term Operational Plans</p> <ul style="list-style-type: none">• Provides strategic and operational leadership for design, implementation, and continuous improvement within IQC, incl. finance, budget planning, communications, government, academia and industry industry, human resources, governance, facilities management, capital construction (e.g., new buildings) and renovations• Translates vision and strategy into operational plans, delivered on time and on budget• Integrates functional areas to ensure effective and efficient delivery of services• Provides advice and expertise to the IQC leadership on issues relating to operational activities• Resolve complex operational issues• Evaluate IQC's performance against objectives and determine the need for continuous improvement activities
<p>Responsible for Creating Strategies, Proposing Changing and Directing the Administrative Service Delivery Models Across IQC</p> <ul style="list-style-type: none">• Reviews and continuously improves administrative and business systems/processes to enhance service quality while maintaining/improving cost efficiency• Deploys technologies where appropriate to optimize systems and processes• Communicates IQC approaches and principles to be used in decision making and approval of operational practices (e.g., work from home guidance).
<p>Provides Strategic Advice and Insights to IQC Faculty Leadership and Committees</p> <ul style="list-style-type: none">• Ensures advice is evidence-based and data-informed, and connects decision-making with strategic goal/priorities and budgetary/financial impact• Takes into consideration a wide variety of diverse viewpoints and perspectives that may conflict with each other• Works closely with IQC faculty leaders and senior campus leadership (ASU VP/AVPs, Deans, and Faculty) either individually or as a group, to facilitate decision-making on matters of strategic importance to IQC
<p>Partnership Development and Management</p> <ul style="list-style-type: none">• Establishes strategic direction relating to public and private partnership activities, including the creation and implementation of strategies that support increased engagement• Represents IQC leadership and engage external partners in the public and private sectors at the senior executive level, liaise with them, create partnerships and commitment, and communicate the vision of IQC. The incumbent is known as a person of knowledge, vision and integrity and an exemplary colleague within the broader university context• Cultivates and strengthens external relations within various government bodies (ISED, NSERC, MEDJCT) and politicians (minister, premier, mayor) at the federal, provincial, and local level, and with research (national and international), students (worldwide) and the public (worldwide)• Stewards for academic and industry relationship development, including development of memorandums of understanding, non-disclosure agreements and intellectual property agreements• Administrative oversight of collaborative networks and the development of international networks• Advancement and articulation of the Institute's vision with IQC stakeholders, including the public, funders, donators, the Board and emerging stakeholders
<p>Brand Management, Marketing Communications and Knowledge Mobilization</p> <ul style="list-style-type: none">• Oversees the planning, development and building of the IQC brand• Supports, communicates, and reinforces the mission, values, philosophy, and culture of IQC• Ensures the work of IQC is known globally for its depth, rigour and applicability to society's issues

<ul style="list-style-type: none"> Builds and oversees outreach execution strategies and evaluation tools for community and educational programming and product development; marketing and promotion of outreach programs and products
<p>Business Leadership, Management and Supervision</p> <ul style="list-style-type: none"> Fosters a positive, nimble, cohesive and constructive working environment across the Faculty and Staff Builds consensus in a highly decentralized and collegial environment Assists Staff and Faculty leadership in approaching and dealing with sensitive matters that may require considerable discretion and judgement Accountable for day-to-day operations with oversight responsibility for scientific programs, labs and administration (including conferences, workshops and visitor programs), post-doctoral fellowships, long term visitor recruitment and the administration of all other scientific programs and initiatives Provisions financial processes, performance management, and administrative oversight including IQC's financial sustainability; performance management (developing, tracking and reporting on key metrics); ensure compliance with funding regulations and reporting requirements; process and project management; the grant life cycle Oversight of operations and maintenance of the state-of-the-art scientific labs and facilities as well as information technology strategy development and execution. Responsible, through staff, for planning, developing and executing IQC's strategy, operations and control, communication and reporting. Plans and implements structural re-alignment as necessary Recruits and leads a high-quality professional staff, skilled in their individual fields, dedicated to ongoing personal development, and passionate about IQC's mission. Leadership and coaching, including aligning operations with IQC's strategic priorities Signing authority for all IQC funds
<p>Risk Mitigation and Management</p> <ul style="list-style-type: none"> Reviews non-routine contracts and agreements, and consults central units where appropriate Negotiates changes to contracts/agreements Develops business plans for new programs/initiatives Identifies risks and performs risk assessment Manages risks to control/minimize risk exposure while maximizing the opportunities Provides strategic advice and recommend courses of action to Faculty leadership regarding risk management Leads financial audit processes; provide management responses, and track actions
<p>Policy Development and Compliance</p> <ul style="list-style-type: none"> Develops IQC-wide policies, in consideration of IQC practices as well as University policies and procedures Interprets University policies and seeks clarification from the Secretariat where appropriate Recommends solutions to complex policy issues Leads compliance audit processes; provide management responses, and track actions
<p>Special Projects</p> <ul style="list-style-type: none"> Assumes leadership of special projects, as directed by the ED; <ul style="list-style-type: none"> Supports the development of new programs/initiatives and the re-alignment of existing structures /programs/ /systems; the focus may evolve from time to time Provides strategic leadership for new strategic initiatives Provides critical support and prompt responses during crises

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**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

- Master's degree in business administration, nonprofit management, strategic planning, or equivalent combination of education and experience
- Understanding of delivery of science teaching and research is an asset

Experience

- Fifteen years of progressive management experience
- Ten years of extensive and relevant experience in a university or comparable environment; with proven track record of achievement
- Five years direct experience in proactive management of large budgets
- Five years of experience in government relations with proven expertise in navigating the research and innovation funding landscape
- Solid finance background, a deep understanding of human resource issues, extensive experience in brand management and a visible and credible commitment to the highest standards of quality for the services offered by the Institute's staff
- Demonstrated experience as a valued partner in a collegial and collaborative environment

Knowledge/Skills/Abilities

- Broad ability to communicate quantum technology.
- Understanding of the quantum landscape in Canada
- Demonstrated experience in taking a strategic approach, ability to track key performance indicators, metrics and measures to ensure success and accountability
- Exceptional writing skills and verbal communication skills, including high comfort level in delivering presentations to senior audiences
- Demonstrated ability in leading and motivating teams and developing talent across an organization
- Active listener and consensus builder, with an ability to manage and respond to multiple and varied stakeholders and audiences
- Sensitivity to the academic environment, thinking and ways of working
- 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
- Expert knowledge of trends and alternatives in relation to activity-based budgeting
- 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 regularly and professionally advises and consults with senior campus leaders and all employees across the broader University as the scope of work and projects indicates and dictates, to inform, influence, educate, collaborate and build IQC's profile, and advance IQC priorities and deal with matters important to the Institute. Externally, this position will involve

developing meaningful partnerships and building critical relationships with senior contacts in all levels of government (Ministers, Mayors, ADM, Trade Commissioners, etc.), industry (C-Suite, etc.) and other academia globally. The MD represents IQC Leadership on internal and external committees.

- **Level of Responsibility:** This position is responsible and accountable for the operational leadership, development, execution and evolution of IQC, including signing authority for all IQC funds. The Incumbent will operate in implementing and accomplishing the objectives and strategic priorities of IQC. Incumbent must be nimble and creative with the ability to anticipate trends and lead change management initiatives.
- **Decision-Making Authority:** This position has significant decision-making authority for all items outlined above. Decisions that would be referred to the Executive Director include establishing plans, new positions, programs and services not related to the above.
- **Physical and Sensory Demands:** This position has ongoing deadline pressure with rapidly evolving priorities that may compete with each other, an unpredictable workload, with a requirement to be highly available as the day-to-day situation demands.
- **Working Environment:** The position requires an ability to mediate organizational or interpersonal differences consistent with a senior leadership level in a complex leading academic environment.