

## Job Description

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<b>Job Title:</b>	Managing Director, Interdisciplinary Centre on Climate Change
<b>Department:</b>	Interdisciplinary Centre on Climate Change (IC3)
<b>Reports To:</b>	Executive Director, Interdisciplinary Centre on Climate Change
<b>Jobs Reporting:</b>	Communications and Research Coordinator
<b>Salary Grade:</b>	USG 15
<b>Effective Date:</b>	April 2019

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### **Primary Purpose**

This position is central to advancing the University of Waterloo (UW) as a leading centre for research and knowledge mobilization on the impacts of global climate change and the transition to a low carbon and climate-resilient society in Canada and around the world.

The Managing Director is responsible for overall business leadership of IC3, including the development and implementation of strategic and communications plans and development of internal/external partnerships to advance the mission of IC3. The Managing Director is responsible for the development and management of relationships with IC3 members and other key stakeholders across campus, fostering and managing external partnership network, increase research activities and funding, stewards and promotes knowledge mobilization, management of day-to-day operations, and support of UW's leadership in climate change education and training.

### **Key Accountabilities**

#### **Strategy, Governance, and Leadership**

- Develop, implement and report on a multi-year strategic plan;
- Recruit and continually engage an external advisory committee, comprised of leaders in climate change research and practice from government, business, and civil society;
- Manages relationships with internal management committee and IC3 sub-Centre leadership and advisory committees (Intact Centre on Climate Adaptation, Polar Data Catalogue).

#### **Partnership Development and Management**

- Manage external partnerships with industry, government, non-governmental organizations, and academia, including collaborative agreements and tracking outcomes;
- Cultivate external research and knowledge mobilization relationships in industry, government, non-governmental organizations, including fostering direct funding opportunities with government Departments at federal and provincial levels;
- Connect members to potential research opportunities through calls for proposals and expressions of interests from external relationships;
- Address inquiries from prospective partners, media, and the general public;
- Steward the development of cross-campus collaborative and interdisciplinary research teams and funding proposals;
- Participate in the development, implementation, and reporting of major research and program funding proposals led by IC3;
- Cultivate relationships with leading domestic and international research centres through memorandum of understanding and creates opportunities for IC3 members to participate in domestic and international research and professional networks;
- Strengthen collaborations with other research Centres/Institutes on campus;

- Develop and maintain contact management and expert database in collaboration with the Office of Research, Faculties and Media Relations;
- Build Centre membership and engage new/existing faculty with climate change interests and expertise in IC3 activities.

### **Operations Management and Supervision**

- Manage all day-to-day general management and staff supervision, including human resources, financial management, authorization of purchase of equipment and materials for research and outreach, and space management (in coordination with UW non-academic units as required);
- Supervision of IC3 staff, including planning for training and development, conducting performance appraisals, assigning job responsibilities and liaison with Human Resources regarding all staffing;
- Maintain internal relationships and communications with the Office of Research, Faculty- and University-level administrative and non-academic units (including Finance, Human Resources, Creative Services, Food Services, etc.);
- Support the management of IC3 knowledge mobilization sub-centres: Intact Centre for Climate Adaptation and the Polar Data Catalogue;
- Liaison with leadership of the UW co-led Canadian Climate and Clean Growth Institute that will be partially co-located in IC3 space.

### **Communications, Marketing and Knowledge Mobilization**

- Lead the creation and implementation of integrated marketing and communications plan to raise the profile of IC3 on campus, across Canada and internationally;
- Develop and manages IC3 brand strategy;
- Oversee development of a professional portfolio of marketing communications materials (including website, social media, brochure, conference booth);
- Oversee media management (e.g., press releases, media interviews, social media, and supports IC3 members in media opportunities in coordinating with Faculty and University communications staff;
- Actively participates in managing content for website and social media accounts;
- Coordinates and participates in campus visits, invited lectures, seminars, events and workshops;
- Delivers presentations to government, industry and other external partners;
- Prepare annual report and newsletters for university administration, membership, and external partners;
- Coordinate communications with IC3 members and knowledge mobilization sub-centres: Intact Centre for Climate Adaptation and the Polar Data Catalogue;

### **Advances Education and Training**

- Lead market research and foster new education and professional training opportunities through faculty-student interactions (research, workshops, seminars, internships), connecting students with external organizations (research, project courses, and internships), and supporting activities of the IC3-affiliated Student Climate Group.
- Support the advancement of UW's nationally leading climate change education and training programs, including the Master of Climate Change and Climate Risk Management Diploma.

*\*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 is required
- Degree from field related to climate change an asset
- MBA or other management degree an asset

#### **Experience**

- 5+ years of previous experience in organizational development and strategic planning, preferably in scientific, academic sector.
- Experience with organizational communication strategies, public relations, and media management.
- Substantial experience with partner relationship development and management (government, business, NGO).
- Experience with research or other project development and implementation, including financial planning, team development, management, and monitoring and reporting.
- Experience in climate change professional practice in Canada or internationally an asset.

#### **Knowledge/Skills/Abilities**

- Proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the private sector, and multiple levels of government.
- Advanced knowledge of climate change or closely aligned sustainability issues as well as related governance and professional practice in Canada (and internationally is an asset).
- Strong leadership, interpersonal, and communication skills.
- Proven management and strategic planning skills.
- Excellent writing and presentation skills.
- Intermediate computer skills: Outlook, Word, Excel, PowerPoint.

### Nature and Scope

- **Contacts:** There is significant interaction with senior administration, faculty, staff, and students campus-wide. Internally, communicates and works with a variety of contacts to advance IC3 strategic plan and objectives, including:
  - IC3 Executive Director and IC3 Management Committee
  - Head, intact Centre for Climate Adaptation; Director, Polar Data Catalogue
  - IC3 Members
  - Office of Research and Office of Advancement
  - Faculty- and University-level Communications Offices
  - Other University of Waterloo research Centres and Institute
  - University of Waterloo service units (Finance, Human Resources, Creative Services, Food Services, etc.)There is also significant professional interaction externally with diverse organizations across Canada and internationally to promote IC3 and its members, develop partnerships and negotiate collaborations, including:
  - IC3 Advisory Committee
  - Other Universities and Colleges (in particular other climate change research centres/institutes)
  - Government ministries and agencies (federal, provincial and local)
  - Corporations, businesses, and industry association representatives
  - Indigenous organizations
  - Community groups and NGOs
  - Inter-governmental organizations (IGOs)- international scientific organizations and networks

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- o Community groups, Non-governmental organizations (NGOs), and Inter-governmental organizations (IGOs)
  - **Level of Responsibility:** This job has specialized work with minimal supervision and provides leadership and guidance to others. Manages a university-wide function or process that is specialized. This job includes responsibility for oversight of permanent, casual or temporary staff.
  - **Decision-Making Authority:** Responsible for implementing the IC3 strategic plan within budgetary and staffing constraints. Makes decisions on proposals, timelines, budget allocation, and staffing resources to meet project and Centre on objectives. Makes decisions on external partnerships and communication content and timing.
  - **Physical and Sensory Demands:** Minimal demands typical of a professional/administrative position within an office environment.
  - **Working Environment:** Office based work environment. Travel required, including international travel. No significant physical risks. Physical risk typical of those associated with a business travel. No significant psychological risks. Minimal exposure to disagreeable conditions typical of a supervisory position. Disruption in lifestyle due to travel requirements and/or unusual schedules