

Job Description

Job Title:	Managing Director, Economics and Resiliency
Department:	Faculty of Environment
Reports To:	Head, Intact Centre on Climate Adaptation (Intact Centre)
Jobs Reporting:	Oversight of the casual employees and students
Salary Grade:	USG 13
Effective Date:	June 2021

Primary Purpose

The Managing Director will be responsible for (1) determining how adaptation to limit physical climate risk translates into Economic Impact (“EI”)/jobs creation for Canada, (2) liaising with senior levels of government(s), business community and regulatory authorities to deploy adaptation guidelines and standards (based on EI analytics), and (3) leading a prominent public position with the Canadian financial media to promote the financial/business case for adaptation.

The Managing Director will focus on, but not be restricted to, EI applied to (1) home flood protection, (2) new community-design flood protection, (3) existing community flood protection, (4) commercial real estate flood protection, (5) coastline resiliency preparedness, and (6) retention and restoration of natural infrastructure. EI will be calculated for Canada’s FireSmart protection in consultation with national developers and builders. Extreme heat protection, considered through the lens of EI, will constitute a third key area of focus for the position.

The Managing Director will engage with the UW Economics Department and other key stakeholders across campus, identify and secure research funding for national research projects, supervise research associates, manage day-to-day operations, and support of the University of Waterloo’s leadership in climate change adaptation.

Key Accountabilities

Strategy, Governance, and Leadership

- Creates, implements and reports on a multi-year strategic plan to execute the EI research and deployment program;
- Manages relationships with internal staff, including oversight of the casual employees and students;
- Communicates the value of the EI to senior government officials and business leaders, to secure funding support and to deploy adaptation guidelines nationally, drawing on direction from the Intact Centre’s Advisory Board and Faculty of Environment;
- Leads multidisciplinary dialogue in Canada related to the mandate of the program, involving key stakeholders (e.g., Ministers, Deputy Ministers, Premiers, Corporate Executives) to advance national uptake of adaptation programs;

Partnership Development and Management

- Develops and maintains external partnerships with industry, government, non-governmental organizations, and academia, including collaborative agreements and tracking outcomes to promulgate the adaptation programs;
- Seeks out external research and knowledge mobilization relationships with industry, government, and non-governmental organizations, including fostering direct funding opportunities;
- Collaborates with industry associations (e.g., Business Council Canada, CD Howe, Global Risk Institute, Insurance Bureau of Canada) to develop incentives for on-the-ground adoption of best practices, guidelines, and standards to reduce the risk of floods, wildfires, and extreme heat, and to retain and restore Canada’s natural infrastructure;
- Addresses interview requests from media (primarily CBC, CTV, Global News, Globe & Mail, Canadian Press) in relation to the EI Program;

- Addresses inquiries from prospective partners and the general public on the EI Program;
- Leads EI Program development, implementation, and reporting of major research and program funding proposals led by the Intact Centre to advance research and climate adaptation best practice adoption;
- Develops relationships with leading domestic and international research centres through memorandum of understanding and creates opportunities for Intact Centre staff to participate in domestic and international research and professional networks;
- Supports collaborations with other research Centres/Institutes on campus;

Operations Management and Supervision

- Oversees general management and staff supervision for the EI Program, including human resources, financial management, authorization of purchase of equipment and materials for research and outreach (in coordination with UW non-academic units as required);
- Supervises EI Program staff, including planning for training and development, conducting performance appraisals, assigning job responsibilities and liaison with Human Resources regarding all staffing;
- Supports internal relationships and communications with the Office of Research, Faculty- and University-level administrative and non-academic units (including Finance, Human Resources, Creative Services, Media Relations, etc.);
- Oversees EI related targets, project budgets, and reporting requirements applicable to all Intact Centre created adaptation standards and guidelines;

Research Coordination

Design and facilitate the execution of EI Program, including, but not limited to:

- Coordinates research activity on the topics relevant to the EI mandate;
- Coordinates publication and communication of research findings within the University and to senior external stakeholders;
- Ensures that projects are delivered on time, on budget, and to the satisfaction of funders and supporting organizations;
- Ensures that funding is used effectively and appropriately;
- Ensures that staff who support EI are well informed on the topic;
- Reports to the Intact Centre's Advisory Committee and the Head of the Intact Centre, as required;

Communications, Marketing and Knowledge Mobilization

- Advances the creation and implementation of integrated marketing and communications plan to raise the profile of the Intact Centre EI Program on campus, across Canada and internationally;
- Develops a brand strategy for the EI Program in a manner consistent with the direction from the Intact Centre's Advisory Committee, Faculty of Environment, Interdisciplinary Centre on Climate Change (IC3), and Partners for Action (P4A);
- Develops a professional portfolio of marketing communications materials (including website, social media, brochure, conference booth); to ensure EI is understood by internal and external audiences;
- Manages media relations (e.g., press releases, media interviews, social media), and supports Intact Centre media opportunities in coordination with Faculty and University communications staff;
- Participates in creating content for website and social media accounts;
- Participates in campus visits, invited lectures, seminars, events and workshops;
- Presents to government, industry and other external partners to profile EI;
- Aides preparation of annual report and newsletters for university administration and external partners;
- Establishes working relationships with national experts and securing endorsement for EI from federal, provincial, and municipal governments, industry representatives, NGOs, and academe;
- Ensures a high profile for the Intact Centre and EI with government representatives, finance/business leaders, institutional investors, and the general public;

**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

<p>Education</p> <ul style="list-style-type: none">• Master's degree required• Degree from field related to climate change an asset• MBA or other management degree an asset• Certification(s) in Enterprise Risk Management or Sustainability and Climate Risk related courses preferred
<p>Experience</p> <ul style="list-style-type: none">• 10+ years of experience as a professional economist• 3+ years of experience in climate adaptation field• 10+ years of project management and business development experience (including business proposal writing, scoping, design, reporting, contractor management, financial planning, and team leadership)• 5+ years of previous experience in organizational development and strategic planning• Experience with organizational communication strategies, report writing, public relations, and media management.• Substantial experience with partner relationship development and management with senior leaders in government, business, and NGOs• 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• Experience facilitating the uptake of climate resilience best practices, standards, and guidelines in Canada and internationally
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Bilingual preferred (fluency in speaking and writing English, and French preferred)• 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).• Knowledge of the standards development process and ability to facilitate standards uptake• Knowledge of climate change and infrastructure adaptation topics, their relevance to government and industry• 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, taking into consideration diverging viewpoints• Proven network of finance and climate resilience experts which can be mobilized to advance the deployment of climate resilience initiatives• Strong leadership, interpersonal, stakeholder facilitation, negotiation, and communication skills• Proven management and strategic planning skills• Proven project management skills (including preparing strong project funding proposals, budget development, project scoping, team and activity planning)• 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 the Intact Centre strategic plan and objectives, including:

 - Head, intact Centre for Climate Adaptation
 - Interdisciplinary Centre on Climate Change (IC3) Executive Director
 - Partners for Action Director
 - The Water Institute
 - Office of Research and Office of Advancement
 - Faculty of Environment Communications Office

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- Other University of Waterloo research Centres and Institutes
- University of Waterloo service units (Finance, Human Resources, Creative Services, Media Relations, etc.)

There is also significant professional interaction externally with diverse organizations across Canada and internationally to promote the Intact Centre, develop partnerships and negotiate collaborations, including:

- Intact Centre Advisory Committee
- Other Universities and Colleges (in particular other climate change research centres/institutes)
- Government ministries and agencies (e.g., Environment and Climate Change Canada, Standards Council of Canada, National Research Council, Public Safety Canada, Finance Canada)
- Corporations, businesses, and industry association representatives (e.g., Business Council Canada, CD Howe, Global Risk Institute, Conference Board of Canada, IBC, CLHIA)
- Financial leaders, securities commissions, credit rating agencies, institutional investors, industry representatives (engineering professionals, developers and builders, property owners and managers, insurance and capital market representatives)
- Community groups and NGOs
- Inter-governmental organizations (IGOs)- international scientific organizations and networks
- **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 casual or temporary staff, as well as graduate student hires. Provides supervision and oversight of EIA Program development, and builds and maintains relationships with funders, senior government, finance and business leaders.
- **Decision-Making Authority:** Responsible for implementing the Intact Centre EI 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. Moderate travel required within Canada. 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 Regular working hours, with some evening and weekend work required.