

Posting #21-092AC

Program Manager Pacific Institute for Climate Solutions (PICS) Regular, Full-time

Purpose

The Pacific Institute for Climate Solutions (PICS) is a research and engagement network with a mandate to produce leading climate solutions research that is actively used by decision-makers to develop effective mitigation and adaptation policies and actions. It was established in 2008 as a collaborative initiative between the four research intensive universities in British Columbia, of which UNBC is one, to assist the provincial government and the people of British Columbia in finding solutions to the problem of climate change. We have a focus on BC, but target our work to contribute to the global knowledge base and action on climate solutions. PICS is hosted by the University of Victoria and operates at University of British Columbia, University of Northern British Columbia, Simon Fraser University and University of Victoria to link high quality academic researchers with solutions seekers to co-develop climate change solutions. Solution seekers include any potential knowledge user from government, First Nations, the business community, or civil society.

Reporting to the Director, Research and Innovation in collaboration with PICS' Executive and Associate Directors, the Program Manager will coordinate a network of climate change researchers and solution seekers in the North and throughout the province working toward PICS mandate to "turn climate knowledge into climate action".

This is a senior research and facilitation position that plays a critical role in the success of PICS at UNBC. The Program Manager works with significant autonomy to build and deliver the PICS UNBC engagement program, and interface with the UNBC campus and external community. The position is responsible for the development and implementation of the PICS annual campus engagement program. The Program Manager must make decisions and recommendations on the PICS research program and outreach activities at UNBC. They will also support PICS' strategic plan and maintain their own climate solutions expertise.

Responsibilities:

The key functions of the PICS-Research Manager are:

- Develop and implement an annual plan for engagement with members of the University of Northern British Columbia community to increase awareness, action and research related to developing and implementing climate change solutions. This includes, the following examples:
 - Building relationships with faculty across campus to increase awareness of and participation in PICS research opportunities.
 - Developing and implementing an annual plan for a public facing series of lectures/workshops/seminars etc. focused on particular themes.

- Developing and implementing a program of engagement focused on PICS supported graduate students and aligning and coordinating the program with PICS overall student engagement program.
 - Developing measures of impact to evaluate the effectiveness of activities.
 - Supporting climate change solution related student activities on campus (mentoring, clubs, design competitions or similar activities).
 - Developing workshops and other activities to help establish partnerships among faculty, PICS, and third parties that have potential to lead to solution generation.
 - Coordinating with other research and teaching units on campus to bring climate solutions issues and opportunities to the awareness of University Executive.
 - Participating in campus groups as necessary to bring climate solution information to interested community groups.
- Contribute to the implementation of the overall PICS strategic direction, including:
 - Managing PICS programs. (Examples of such programmatic management include the PICS research engagement programs, Student Engagement, research partner interactions, government relations, overall leadership of events and outreach or leadership of specific PICS projects.)
 - Serving as the liaison between UNBC projects and PICS Central, providing support for PICS-funded projects at UNBC, organizing kick-off workshops for each project, ensuring regular meetings of the project team, assisting in facilitating project partnership engagement, and tracking project impact;
 - Collaborating with other PICS staff to support the operation of PICS and provide effective implementation of multi-campus programs.
 - Developing and implementing durable operational procedures that will allow PICS to be effective in delivering its programs.
 - Develop and maintain expertise in a climate solutions field so as to become a valued contributor to the solution seeking community by:
 - Supporting, facilitating and participating in related networking and outreach opportunities.
 - Representing PICS through presentations, public engagement, and providing technical assistance on development projects.
 - Seeking out and participating in opportunities, activities and initiatives that move climate solutions closer to implementation.
 - Engaging with the solution seeking community by participating in committees and working groups.

This position requires occasional travel (generally 1 – 3 days/trip, mainly within BC) for meetings, conferences, workshops etc.

Other duties as assigned.

Qualifications:

This position requires a Master's Degree in Natural or Social Science, Engineering, Economics or related field and a minimum of three years of experience including project management, event management, communications, and grant writing. The position also requires a solid understanding of climate change in

general, with experience in adaptation and/or mitigation research, and ability to understand conceptually, and apply the objectives and focus areas of the PICS mandate. An equivalent combination of education, training and experience may be considered.

Required knowledge includes:

- Good knowledge and demonstrated interest in climate change issues, particularly in relation to climate change solutions.
- Demonstrated experience preparing and giving technical and non-technical talks, preferably related to climate change solutions or related topic.

The successful candidate will possess these competencies:

- Superior organizational skills and the ability to pay close attention to detail.
- Ability to take initiative and make decisions.
- Proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government, with strong leadership and interpersonal skills.
- Demonstrated ability to work independently with little supervision, and as a member of a diverse team distributed over a range of locations.
- Good written and oral communication skills, ability to present difficult concepts to both specialist and generalist audiences.
- Strong analytic capability.
- Ability to work collaboratively with a variety of stakeholders.
- Highly motivated, creative, and self-starter.
- Demonstrated ability to initiate new projects and take them from idea to completion.

Salary

Salary will be commensurate with education and experience.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:00 am – 4:00 pm Monday – Friday.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. Located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia, UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four

per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~74,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

Please forward your resume and proof of education quoting competition #21-092AC to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by August 30, 2021. Applications will be accepted until the position is filled.