JOB DESCRIPTION

Position Title: Associate Director, Pacific Institute for Climate Solutions
Location: University of Victoria campus, Victoria, BC
FTE: Two-year renewable term

POSITION SUMMARY

The Pacific Institute for Climate Solutions (PICS) Associate Director position offers an exceptional opportunity to lead climate solutions research and engagement and to develop new strategies and approaches to encourage action. We are a multi-university institute encompassing the four major research-intensive universities in BC: University of Victoria, University of British Columbia, Simon Fraser University, University of Northern British Columbia. Our mandate is to produce leading climate solutions research that is actively used by decision-makers to develop effective mitigation and adaptation policies and actions. PICS has a global remit, but a focus on BC.

Reporting to the Executive Director of PICS, the Associate Director is responsible for overall operations and a number of key PICS programs including research and student engagement, and will develop and oversee events and other outreach activities that implement PICS strategic plan and promote the goals of PICS. The Associate Director is second in command at PICS and will stand in for the Executive Director as required.

This is a senior administrative/research position that plays a critical role in the success of PICS by taking an active leadership role in ensuring PICS funded research has an impact.

The position is based at the University of Victoria, and requires travel within BC, and occasionally within Canada and internationally.

WORKED PERFORMED

Research and Research Management

- Oversees funded research projects to ensure that the goals of PICS are being met. Ensures agreed methods for tracking progress and impact, and reporting are adhered to by staff and project participants.
- Develops partner relationships with industry, government and academia related to mitigation and climate adaptation initiatives.
- Works with Executive Director to ensure excellence in implementation and perform regular evaluation and improvement of PICS programs (e.g. Research Engagement, Student Engagement, Internships, Campus programs etc.).
• Develops conceptual frameworks for new programs and initiatives.
• Promotes and coordinates the PICS Student Engagement Program.
• Coordinates the work of the PICS managers at UBC, SFU, UNBC and UVic to support on campus activities while also seeing to the implementation of PICS programs.

General Management
• Assists the Executive Director in the implementation of the 2017-2023 strategic plan.
• Establishes operating budgets, prepares quarterly financial reports and oversees accounting activities to ensure smooth operations and timely transfer of funds to research partners.
• Develops and implements regular plan for staff performance management, including staff training and skills development.
• Manages special projects for PICS. Is responsible for setting project goals and timelines, assigning resources, tracking progress, implementation, and reporting.

Communications and Outreach
• Oversees the coordination of educational and outreach activities (i.e. seminars, workshops) across all PICS campuses.
• Liaises with community agencies, funding bodies, and governmental representatives as required.
• Collaborates with PICS communications staff, and supports content creation for the website, background pieces, funding proposals, briefing notes, and others as required.
• Organizes PICS Annual Forum, and other major workshops and conferences as they arise.

Other
• Stands in for the Executive Director of PICS as required.
• Involves occasional travel lasting 1-3 days

MINIMUM QUALIFICATIONS & SKILLS
• PhD or equivalent professional experience, with a solid understanding of climate change in general and the ability to understand conceptually the objectives and focus areas of the PICS mandate.
• Four years’ experience in managing research teams.
• Demonstrated ability to lead operations activities of a multi-million dollar organization.
• 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.
• Extremely strong leadership and interpersonal skills, and a demonstrated ability to take initiative.
• Demonstrated organizational skills and well-developed problem-solving and conceptual abilities.
• Proven management and strategic planning skills.
• Ability to develop and monitor work plans, timelines and budgets.
• Ability to work under the pressure of critical deadlines.
• Ability to maintain accuracy and attention to detail.
• Excellent writing and presentation skills.
• Ability to communicate complex scientific information especially to non-academic partners and audiences.
• Effective interpersonal and communication skills.
• Intermediate computer skills: Outlook, Word, Excel, PowerPoint.

Interested applicants are requested to submit a cover letter and CV by email to pics@uvic.ca
Application deadline is December 1 2019
Anticipated start date is early 2020.