

Games Institute – Associate Director, Strategic Planning and Administration

Effective Date:	January 1, 2017
Reports to (Job Title):	Director, The Games Institute
Jobs Reporting (Job Titles):	Operations Coordinator; Research Communications Coordinator; Co-op students, Research Project Coordinators as required by specific projects
Location:	Main Campus
Grade:	USG 12 35 hr/wk

General Accountability

The Associate Director, Strategic Planning and Administration is accountable to the Director of The Games Institute for: (a) working with the Director to develop and implement strategic plans for the institute; (b) researching, initiating and managing industry, government, and academic partnerships for the institute; and (c) overseeing all administrative and financial aspects of the institute, including managing a team of two administrative staff, co-op students and research project coordinators as appropriate.

Nature and Scope

The Associate Director, Strategic Planning and Administration reports to the Director. Currently, there are 12 faculty members from four UW Faculties (Applied Health Sciences, Arts, Engineering, Mathematics) who work collaboratively to advance the goals of the institute. Plans are in place to increase the number of participating faculty to 25-30 over the next five years, including faculty members from all UW Faculties. The institute will also increase the number of graduate students and PDFs from the current 30 (across four Faculties as above) to 65, in all UW Faculties, over the next five years.

Reporting to the Associate Director are all administrative support staff including the Operations Coordinator and the Research Communications Coordinator, co-op students and project coordinators from specific research projects as applicable. There are plans to increase the staffing levels within the next five years.

The mission of The Games Institute is to become the central hub of games research in Canada and among the top games research centres in the world. To achieve this mission, the institute will bring together through university-wide collaborations and through research networks and consortia some of the best researchers and students in games research from a wide array of disciplines. Plans for growth include the acquisition of additional space to accommodate the increasing number of researchers foreseen as the result of proposed large network grants.

The Associate Director will work with the Director on the development and implementation of a strategic plan for research and partnerships with other universities, federal and provincial governments, granting agencies, private sector partners and industry, and provide the ongoing oversight, management and coordination of the administrative support of the Institute. The Associate Director's strategic planning and partnerships mandate is crucial to the institute's mission of developing innovative methods for academic-industry-government collaborations.

Key Accountabilities

1. Strategic Planning and Partnerships

- Work with the Director on strategic direction and opportunities for the institute, including partnerships, tri-council funding, other government and private funding, and the development of related new labs and centres;
- Conduct ongoing research about grants and other funding possibilities, including industry, government, and non-profit organizations, and to work with the Director to establish research projects to be funded by these organizations;
- Work with the Director and faculty members to plan and prepare large grant proposals;
- Encourage and help facilitate interdisciplinary research, collaborative partnerships, knowledge mobilization activities, cross-faculty links, and research dissemination;
- Engage directly in the writing, budgeting, and financial planning of grant proposals for select grant applications, including SSHRC Partnership Grants, NSERC Strategic Partnership Grants, NCE programs;
- Conduct research into potential new partnerships: academic, industry, government, non-profit
- Establish and manage relationships with partners;
- Maintain list of researchers and their topic areas, across the GI and related networks, in order to facilitate potential partnership connections;
- Build relationships with all relevant faculties and administrative units at UW;
- Develop productive and collegial working relationship with the Director, GI faculty members, GI staff and partners from within the university and external;
- Work with the Director on establishing priorities and policies for the office;
- Research trends, innovations and best practices in similar organizations, and identify appropriate strategies and recommendations to the Director;
- Prepare and deliver presentations at internal and external meetings or conferences;
- Lead or co-lead specific projects as required by the Director;

2. Administrative and Financial Management

- Ensure the ongoing operations of the institute are in line with the institute's constitution and mandate, including reporting to the GI's Board, Advisory Council, and Executive Council;
- Plan and develop the annual operating budget for the institute;
- Manage all financial aspects of the institute, including operating funding and research funding;
- Ensure that all operating, trust, and research accounts are soundly managed including monthly reconciliation of accounts, and that activities are in compliance with university policies and procedures and those of external granting agencies;
- Liaise with other units across campus when interdisciplinary or institutional activity are being performed;
- Liaise with the Office of Research grants officers and financial managers as required;
- Oversee all administration for the institute, including human resources oversight (two administrative staff, co-op students, research project coordinators as applicable), infrastructure management, communications, and finances;
- Provide feedback, coaching and guidance to GI staff in their professional development, projects and initiatives;
- Prepare the annual performance reviews of the GI staff who report to the Associate Director;

Position Requirements

Education:

Master's degree required. Education or training related to finances, research management, university-industry partnerships, and university systems required.

Experience:

8-10 years of progressive management experience preferably in a collaborative research environment; must have a proven track record of facilitating multi-disciplinary partnerships; 4-5 years of experience in conducting and disseminating research to a variety of audiences; experience with financial/budget/project management. In particular:

- Research management, including management of large interdisciplinary collaborative networks;
- Knowledge of university-industry partnerships and relevant university systems and procedures;
- Knowledge of research grants, funding bodies, and research planning and implementation;
- Financial and human resources management experience and working knowledge of university policies and procedures, including research compliance review, student funding, non-faculty appointments, departmental requirements, etc.;
- Ability to adapt to changing administrative and financial systems;
- Excellent human relations skills, in particular, ability to work on complex issues;
- Experience with rules and constraints of grant programs;
- Experience with proposal writing, editing, and reporting;
- Independent judgment in areas of time management, task prioritization and decision-making;
- Proven ability to manage a large volume of work, conflicting priorities and deadlines;
- Exceptional verbal and written communication ability.

Technical:

Advanced experience with Microsoft Word, Microsoft Excel, and Microsoft Outlook. Advanced experience with online financial reporting systems, particularly FORE, and granting agency systems. Experience with online claim systems, particularly Concur. Experience with Sharepoint and web content management software.

MS Word	Excel	Outlook	FORE	Concur	Granting agency reporting	Other
advanced	advanced	advanced	advanced	medium	advanced	Web content management

Nature and Scope

Interpersonal Skills:

Internally, communicate and work with:

- Office of Research;
- Deans, chairs, and administrative personnel of numerous faculties and departments across campus;
- Faculty members at all ranks and in many disciplines;
- Directors and administrative personnel of other university centres and institutes;
- Other universities in GI-associated research networks;
- Graduate students and postdocs concerning funding, research, travel, publication, etc.
- Finance; Human Resources; Plant Operations; Central Stores

Externally, lead meetings and presentations, and negotiate with:

- Government funding organizations, including SSHRC, NSERC, CIHR, NCE, Mitacs, OCE, ORF, CFI, and others;
- Industry, non-profits, government, and academic partners.

Level of Responsibility:

- The job has a pan-university function with extensive dealings with multiple faculties and associated processes;
- Numerous financial responsibilities, including budgeting, expense review, and research review;
- Requires detailed knowledge and application of policies and procedures.

Decision-Making Authority:

- Makes independent decisions on the deployment of administrative resources, including financial and human resources and space and equipment;
- Provides Director with decision support on the allocation of financial and human resources, as well as space and equipment to support the missions of the Institute.

Physical and Sensory Demands:

Minimal demands typical of an administrative position within an office environment.

Working Environment:

Travel: Occasional travel required for partnership development, network management, and special events.

Working Hours: Regular working hours, some evening/weekend work required.

Risks, Physical and Psychological

Physical risks: No significant risks

Psychological risks: Minimal exposure to disagreeable conditions typical of a supervisory position