**Job Description**

**JOB TITLE:** Associate director, Interdisciplinary Centre on Climate Change  
**DATE:** September 1, 2015

**REPORTS TO:** Executive Director, Interdisciplinary Centre on Climate Change

**JOBS REPORTING:** Click here to enter Job title.

**LOCATION:** Main Campus

**GRADE:** USG 11

**DEPARTMENT:** Dean of Environment Office

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**PRIMARY PURPOSE:** This position will lead the strategic and business development of the Interdisciplinary Centre on Climate Change (IC3), oversee its day-to-day operations, and manage relationships with key stakeholders across campus and with external partners.

**KEY ACCOUNTABILITIES:**
*Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of “what the job does not the “how”.*

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<td><strong>1.</strong></td>
<td>Contribute to the governance and strategic planning for IC3, including but not limited to:</td>
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<td>- Working with the Executive Director to develop, implement and report on a strategic plan for IC3 and sub-Centre (Intact Centre for Climate Adaptation);</td>
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<td>- Facilitating meetings and other interactions with external and internal advisory committees;</td>
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<td>- Liaising with IC3 members to gather strategic advice and input, and galvanizing buy-in around a shared vision for advancing climate change research at Waterloo;</td>
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<td>- Identifying opportunities to further IC3’s impact by working with external or internal partners and/or by increasing internal human resources capacity</td>
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<td><strong>2.</strong></td>
<td>Foster interactions with prospective industry, academic, government, and non-governmental organization (NGO) partners, and enhance existing relationships, including but not limited to:</td>
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<td>- Stewarding new collaborations, managing expectations, negotiating agreements, and evaluating outcomes of relationships on an ongoing basis;</td>
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<td>- Identifying and creating opportunities for IC3 members to participate in domestic and international partnership building activities;</td>
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<td>- Acting as a first point of contact for inquiries from prospective partners, media, and the general public</td>
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<td><strong>3.</strong></td>
<td>Identify, initiate, and facilitate development of strategic initiatives and research projects, including but not limited to the following activities:</td>
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<td>- Informing and facilitating connections for IC3 members (and University of Waterloo students where applicable) regarding relevant partnership inquiries, potential research opportunities and calls for proposal;</td>
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<td>- Support research team establishment, coordination and proposal development, in particular for flagship research projects;</td>
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<td>- Contributing to the development of project budgets and funding proposals, such as soliciting private sector contribution or in-kind support;</td>
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<td>- Fostering student engagement on climate issues by encouraging faculty-student interactions, connecting students with external organizations, and generally supporting the IC3-affiliated student group</td>
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<td><strong>4.</strong></td>
<td>Develop and implement IC3 communications and marketing strategy to promote research activities of IC3 members and raise IC3’s profile on campus, across the Canadian academic, non-governmental organization, government and business communities, and international academic and development agencies, including but not limited to the following activities:</td>
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<td>- Be the first point of contact for external inquiries about IC3 from existing/potential partners, clients and the media;</td>
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Job Description

- Enhance and maintain a wide range of effective communications tools and materials (e.g., Website, brochure);
- Prepare reports to share IC3’s results with university administration, IC3 membership, and community stakeholders at large;
- Collaborate with IC3 members, other campus departments, and external organizations to organize invited lectures, seminars, events and workshops;
- Coordinate with Faculty and University communications staff and media outlets regarding IC3 press release and op-eds

5. Oversee operational functions of the Centre, and managing administrative and supervisory functions, including human resources, financial management and space management (in coordinator with other University of Waterloo departments as required)

POSITION REQUIREMENTS:
If hiring today, what would be the minimum requirements?

**Education:**  Masters degree required.

**Experience:** - Previous experience in organizational development (preferable in the scientific, policy/planning sectors)
- Experience with research or other project development and implementation, including financial planning, reporting and team development and management
- Experience with organizational communication strategies and execution
- Substantial experience with client/partner relationship development and management (both government and business experience preferred)
- Advanced knowledge of climate change issues as well as related governance and professional practice in Canada (and North America and internationally is an asset)

**Technical:**  Job specific experience, computer skills
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | • Basic experience with productivity software (e.g., Microsoft Office package)  
• Basic experience with web content management software  
• Basic experience with desktop publishing software  
• Basic experience with financial/project management software  
• Familiarity with carbon management software tools (community or enterprise) |

**NATURE AND SCOPE:**

**Interpersonal Skills:**
Externally, develops relationships with partner or potential client organizations to promote and negotiate projects and collaborations:
- Other Universities and Colleges (in particular other climate change research centres)  
- IC3 Advisory board  
- Industry representatives  
- Government ministries and agencies (federal, provincial and local)  
- Corporations, businesses  
- Community groups and NGOs  
- Supernatural government organizations and development agencies  

Internally, works with a variety of contacts to obtain action, reach agreement and negotiate:
- Dean of Environment  
- IC3 Executive Director  
- Head, intact Centre for Climate Adaptation  
- IC3 Members  
- Faculty- and University-level Communications Offices  
- Other University of Waterloo research centres (e.g., Waterloo Institute for Sustainable Energy (WISE), Water Institute)  
- University of Waterloo service offices (Finance, Graphics, Food Services, etc.)

**Level of Responsibility:**
- The job has specialized work with minimal supervision and provides guidance to others  
- The job includes responsibility for oversight of casual or temporary staff
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Decision-Making Authority:
- Makes decisions on timelines, budget allocation, staffing resources (where available) to meet stated project and Centre objectives
- Responsible for implementing the overall program plan within the confines of the IC3 and faculty’s strategic plan and budgetary constraints

Physical and Sensory Demands:
- Minimal demands typical of an administrative position within an office environment

Working Environment:
Travel:
- Occasional travel required, including international travel

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

Risks — Physical:
- No significant risks
- Physical risk typical of those associated with a business traveler

Risks — Psychological:
- No significant risks
- Minimal exposure to disagreeable conditions typical of a supervisory position
- Disruption in lifestyle due to travel requirements and/or unusual schedules
- Deprivation caused by isolation
- Deprivation caused by lack of privacy and constant interruptions