Job Description

Job Title:	Administrative Officer
Department:	Transformative Quantum Technologies
Reports To:	Program Director
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	September 2018

Primary Purpose

The Administrative Officer is a primary advisor to the Principal Investigator and Program Director of the Transformative Quantum Technologies program ("TQT Leadership") on Human Resource (HR) related matters. The Administrative Officer leads the effective HR operations for the TQT program, ensuring compliance and high performance across recruitment, retention and reporting activities. This position supports a diverse and equitable community comprised of faculty, research assistant professors, visiting/adjunct/affiliate researchers, postdoctoral fellows (PDFs), undergraduate and graduate students, and staff. The primary day-to-day activity involves the recruitment and continuous support of PDFs and students, or highly-qualified personnel (HQP).

Key Accountabilities

Recruitment and Compensation
- Lead and implement best practices related to recruitment, orientation, evaluation and retention of research team members
- Complete all paperwork related to the recruitment and contract extension of HQP, research appointments and staff engaged in the TQT program
- Provide administrative support, as appropriate, for the recruitment of faculty and research assistant professors
- In coordination with UW's Legal and Immigration Services, ensure adherence to all applicable laws, regulations, UW policy and best practices in hiring of foreign nationals and support hiring managers throughout the process including review of job descriptions, collecting information to support LMIA, vetting offer letters, assisting with visas and work permits
- Develop effective recruitment strategies and assist with placing advertisements and hosting recruitment sessions
- In all of the above, champion the design and implementation of measures that advance equity performance, connecting appropriately with equity initiatives across campus

Policy and Practice
- Provide expert advice to TQT leadership in the interpretation and application of applicable laws, regulations, CFREF grant, UW and Faculty-specific (Math, Science, Engineering) policies, procedures, and practices in the area of HQP, faculty and staff employment and recruitment, with particular attention to issues of employment standards, employment equity, and hiring of foreign nationals
- Provide counsel on a diverse range of human-resource related items, including faculty start-up grants, research funds, and moving expenses; salary norms, salary anomalies and recommended redress, competitive retention offers; and workplace accommodation as per Occupational Health
- Provides routine response, resolution and consultation on staff and researcher related issues

- Maintain awareness of current trends and changes on University and regulatory policies related to human resource practices
- Offer expert counsel to TQT hiring supervisors on matters relating to graduate students that may be specific to each faculty and department

HQP Support
- Support a vibrant and inclusive community of HQP, promoting effective engagement and seamless progression as they move through the system
- Inform HQP of important dates (committee meetings, progress reports, deadlines and events) and expectations (policies, procedures, guidelines and required training), and monitor activity to proactively support compliance and participation, and initiate any course-correction measures as appropriate
- Consult with HQP's supervisor(s), home department, faculty, immigration specialist and other relevant parties to ensure policies and procedures are being followed
- Act as a resource to the HQP community, answering their questions in an effective manner

Compliance
- Develop and implement human resource procedures in accordance with internal policy and current legislation
- Design and implement risk measures to assist the TQT community in achieving compliance, such as automated workflows that enable follow-through of required processes
- Coordinating with Human Resources, Institutional Analysis and Planning, IQC outreach program administration and others as appropriate, conduct monitoring and reporting on equity performance and compile appropriate supporting documentation
- Verify that all University and regulatory policies and procedures have been documented, implemented, and communicated, and maintain records of compliance
- Provide researcher and employee training on compliance related topics, policies, or procedures

Monitoring and Reporting
- Prepare and maintain employment records for all individuals connected to the TQT program, related to events such as hiring, termination, leaves, transfers, or promotions, and including assignment to TQT projects as appropriate
- Alert the appropriate university stakeholders in regards to upcoming termination dates in order for these appointments to be handled in accordance with University policy
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms
- Perform exit and declined offer interviews with researchers

Communication
- On behalf of TQT leadership, entrusted to communicate with prospective faculty members, research assistant professors, postdoctoral fellows, HQP and other individuals connected to TQT program
- Draft official correspondence including appointment and renewal letters, coordinating with faculty and departments as appropriate, as well as complex and sensitive communications
- Establish effective working relationships with human resource professionals internal and external to the university and acts as a liaison between Departmental Chairs/Directors and their assistants, on such matters as immigration and procedures related to faculty and researcher appointments

*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

Education
• Bachelors degree, advanced degree preferred • Professional training in human resource management, progression towards CHRP preferred
Experience
• Minimum five (5) years progressive responsibility in an academic setting, resulting in a strong understanding of the university's collegial and complex organizational structure and governance • Experience working in a large faculty setting with broad exposure to various types of academic and staff appointments preferred • Demonstrated ability to identify issues of concern and potential concern, and to advise, coach, and manage toward creative and effective solutions • Advanced knowledge of and experience interpreting UW policies, procedures, and guidelines, as well as familiarity with employment standards, employment equity, and immigration of non-Canadians for the purpose of employment are preferred
Knowledge/Skills/Abilities
• Talent and drive to lead human resource operations • Evidence of exceptional ability and a track record of achieving operational excellence in an academic environment • Proficient with the use of electronic records systems in a university setting • Demonstrated advanced use of tracking and reporting software including for example, MS Excel / Access / Project, or similar commercial products • Experience using HR software such as PeopleSoft HRMS, OnBase, QUEST and recruitment software such as iCIMS • Demonstrated ability to communicate effectively in all mediums with a range of stakeholder groups, namely researchers • Demonstrated negotiation skills, ability to influence others towards a unified purpose and promote a respectful and inclusive culture • Proven attention to detail with a high level of accuracy • Ability to work effectively as part of a team, as well as independently

Nature and Scope

- **Contacts:** Regular contact with members of the TQT team, faculty, postdoctoral fellows, staff, and students within the faculties of Mathematics, Science and Engineering. In addition, there is ongoing contact with staff in the Institute for Quantum Computing, Human Resources, Office of Research and other academic and administrative departments.
- **Level of Responsibility:** This position is responsible and accountable for the routine execution of all human resource related inquiries and implementation support related to researchers and staff within the TQT program.
- **Decision-Making Authority:** Executes day to day decision-making capacity relative to human resource operations. Consults with other individuals and departments as necessary, and refers higher level decisions to Program Director.
- **Physical and Sensory Demands**: Minimal physical demands and exposure to disagreeable conditions.
- **Working Environment:** Typical office-based environment.