

Job Description



Job Title:	Associate Director, Polar Data Catalogue/Canadian Cryospheric Information Network
Department:	Geography and Environmental Management
Reports To:	Professor of Geography and Director of the Polar Data Catalogue/Canadian Cryospheric Information Network or Designate
Jobs Reporting:	PDC Data Manager, Project Outreach and Coordinator, CCIN Co-Op Students.
Salary Grade:	USG 12
Effective Date:	July 2018

Primary Purpose

Manage the daily scientific, technical and employment operations of the Polar Data Catalogue/Canadian Cryospheric Information Network (PDC/CCIN). In consultation with the Director, assist in the ongoing strategic development of the PDC/CCIN, develop international partnerships for data management and exchange, expand and promote the 'Brand' of the PDC/CCIN, and obtain financial resources to ensure the viability of the PDC/CCIN.

Key Accountabilities

1. Ensure efficient and effective daily operation of the PDC/CCIN

- Assume responsibility for all aspects of the daily management of the PDC/CCIN network.
- Manage the robustness, reliability, security, and integrity of the PDC/CCIN computing infrastructure.
- Identify and implement new technologies in order to maintain industry standards and maximize the use of technological advancements.
- Advise the Executive Director of ongoing performance and projected PDC/CCIN requirements. Exercise signing authority on behalf of the Executive Director on any purchase or maintenance/repair expenditure.
- Supervise online application, database, and systems development tasks and special projects. Interview and select new staff within budgetary constraints to ensure the required expertise is available to complete contracted deliverables.
- Train, guide, and supervise staff to ensure completion of contracted deliverables.

2. Manage the strategic development of the PDC/CCIN and obtain funding to ensure program stability.

- In consultation with the Executive Director, the Polar Data Management Committee, and all partners and stakeholders, plan and manage the evolution of the PDC/CCIN system in response to changing polar community needs for data and information archiving and access.
- Take the initiative to develop opportunities and be responsible for the ongoing expansion of the network facilities and services.
- Ensure that CCIN preserves its focus on polar users and their requirements through developing operational partnerships with similar organizations worldwide.

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- Develop and implement data and metadata sharing and interoperability with international partners, using international standards of interoperability.
- Seek and acquire funding to develop new procedures and support structures for the polar community, and to ensure a stable, sustainable, and predictable growth strategy.
- Manage all reporting requirements to funding agencies and sponsors.

3. Advocate for comprehensive polar data management in Canada and continue development of PDC/CCIN as the central polar data repository for the nation.

- Increase awareness of the PDC/CCIN in the science, policy development, and user communities and build the 'Brand' recognition and reputation of the PDC/CCIN Present technical papers and develop partnerships and networks through attendance at scientific conferences, local, national, and international meetings, and represent the CCIN in Canada and globally.
- Develop outreach and communication facilities for the users of the PDC/CCIN using current network standards and social media.
- Assist in planning of and implement outreach and education activities.

Required Qualifications

Education

Master's Degree with education or training related to environmental change and/or information management and communication required or equivalent education and experience. PhD would be an asset.

Experience

- Minimum of 5 years' experience supervising staff in the computer and communication technical arenas.
- 5+ years of managing computer networking strategy, writing successful funding proposals.
- 5+years of communicating with scientific and/or policy developers through professional meetings and/or conferences.
- Demonstrated experience with publication in scientific media would be an asset.
- Specialization in physical geography or polar climate related science would be beneficial.

Knowledge/Skills/Abilities

- Effective organizational and personnel management skills.
- Effective communication skills in conference environments and small group environments.
- Knowledge of contract and grant project management procedures and responsibilities.
- Knowledge of financial reporting and analysis procedures.
- Knowledge of web communication and design principles.
- Knowledge of computer networking processes
- Proficient with MS Office Suite.

Nature and Scope

- **Contacts:** : Internal: Present, discuss information and challenges with the project team to achieve the goals of the PDC/CCIN Review program development, future opportunities and strategic options with the Director. Work with other University groups to achieve the goals of the PDC/CCIN within the University. External: Initiate action, reach agreement and negotiate collaborative and contractual instruments with partners and sponsors to achieve the goals of the PDC/CCIN. Work with the Polar Data Management Committee to update the strategic plan of the PDC/CCIN and ensure long-term viability.
- **Level of Responsibility:** The job has specialized work with minimal supervision and provides guidance to others. The job has defined specialized or routine tasks and has direct supervision of others. The job includes responsibility for oversight of permanent, casual or temporary staff. Managing the budget responsibilities required by the strategic plan.
- **Decision-Making Authority:** Makes decisions on timelines, budget allocation, staffing resources to meet stated objectives. Hires and manages staff answering to this position. Responsible for implementing the overall program of the PDC/CCIN within the confines of the strategic plan and budgetary constraints as determined by the Director with guidance from the external Polar Data Advisory Committee composed of members from other universities, government agencies and selected non-governmental organizations.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Travel: Extensive travel required, including international travel. Working Hours: Regular working hours, frequent evening/weekend work required. Physical risks -Physical risks typical of those associated with a business traveller. Psychological risks- disruption in lifestyle due to travel requirements and/or unusual schedules. Minimal exposure to disagreeable conditions typical of a supervisory position.