Management Excluded Job Description Template

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>992133</th>
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</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Associate Director, World Data System International Technology Office</td>
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<tr>
<td>Department</td>
<td>Ocean Networks Canada</td>
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<tr>
<td>Reports to (title)</td>
<td>Director, User Engagement</td>
</tr>
<tr>
<td>Classification Level</td>
<td></td>
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<tr>
<td>Current Incumbent</td>
<td></td>
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<tr>
<td>Date (last revised)</td>
<td>February 2018</td>
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2. Department Summary

The ICSU World Data System (ICSU-WDS: www.icsu-wds.org) was established by the International Council for Science (ICSU: www.icsu.org/) in September 2008 to promote long-term stewardship of, and universal and equitable access to, quality-assured scientific data and data services, products, and information across a range of disciplines in the natural and social sciences, and the humanities. ICSU-WDS aims to facilitate scientific research by coordinating and supporting trustworthy scientific data services for the provision, use, and preservation of relevant datasets, while strengthening their links with the research community. ICSU-WDS is governed by a Scientific Committee (WDS-SC) appointed by ICSU and made up of leading scientists and experts who are actively involved with data and/or computer sciences. An International Programme Office (WDS-IPO) hosted by the Japanese National Institute of Information and Communications Technology was established in March 2011. With guidance from the WDS-SC, the IPO has the task of coordinating the operations of ICSU-WDS and is responsible for implementing WDS-SC decisions.

The WDS International Technology Office (Office), to be hosted by Ocean Networks Canada (ONC) at the University of Victoria, is an initiative hosted by the three current regular members of ICSU’s World Data System and their Canadian host Institutions. They are:
- Ocean Networks Canada at the University of Victoria, British Columbia
- the Canadian Astronomy Data Centre at the National Research Council in Victoria, British Columbia, and the
- the Canadian Cryospheric Information Network (CCIN)/Polar Data Catalogue (PDC) at the University of Waterloo in Ontario

All three proponents are internationally recognized organizations supporting the hosting and curation of scientific data in the natural sciences and social sciences in the case of CCIN/PDC. They provide services dealing with the acquisition, storage, curation, access and publication of data and data products with significant public outreach and education programmes. In addition, Research Data Canada, the
Canadian affiliate to the Research Data Alliance, based in Ottawa, is also a strong supporter of the initiative.

The Office is funded by a consortium comprised of ONC, the University of Victoria, Research Data Canada, the National Research Council and other funding partners such as the Natural Sciences and Engineering Research Council of Canada (NSERC). The Office is being established with a three-year term with the intention to develop a sustainability plan for its ongoing operation.

### 3. Position Summary

| Mandate or core purpose of role | Under the oversight of the WDS-SC and in close coordination with the WDS International Program Office and the WDS-SC, the Associate Director of the WDS-ITO (Associate Director) will work closely with the ONC Director of User Engagement (Director), the three Canadian members of the consortium, key stakeholders such as Research Data Canada and researchers to deliver on the WDS-ITO mandate to:  
• Set-up, operate and manage the contribution of the Office to the ICSU-WDS operational systems that form part of the Global Research Data Infrastructure (GRDI).  
• Coordinate the development and integration of GRDI components with other stakeholders: DataCite/re3data, ORCID, science publishers, and international programmes such as the Group on Earth Observations and ICSU programmes such as Future Earth.  
• Host a Trusted Brokering Service on behalf of the GRDI community.  
• Coordinate ICSU-WDS contribution to technical working groups in organizations such as the Research Data Alliance.  
• Work in concert with ICSU-WDS partners including the OECD, the Belmont Forum and others on policy and funding focus formulation, development of technical concepts, technical guidance, promotion of standards, and identification of sustainability gaps in the GRDI. |
|---|---|
| Summary of roles, functions and areas of focus | Under the oversight of the WDS-SC and with the support of the ONC Director, User Engagement,  
• Set-up and lead Office technical and business operations including participating in the development of the Office Strategic Plan and biannual Implementation Plans;  
• Lead the implementation of Office strategic and biannual plans.  
• Lead the development and implementation of the Office advisory and technical services.  
• Develop and deliver annual programs of the Office, ensuring that they are implemented observing UVic policies and procedures. |
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- Provide effective leadership and stewardship of the Office’s resources (budget, staffing, space, technology), and financial and program planning.
- Maintain effective cooperation and close coordination with the WDS-SC Chair, the WDS-IPO Executive Director, the Technical Advisory Committee and with ONC and UVic on administrative and technical matters.
- Engage with the Canadian members of the consortium, key stakeholders such as Research Data Canada, ICSU-WDS members as well as researchers.

### 4. Key Responsibilities and Expectations

<table>
<thead>
<tr>
<th>Key Responsibility</th>
<th>Expectation</th>
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<tbody>
<tr>
<td>Office strategic and implementation planning</td>
<td>• Participate in the development of an Office Strategic Plan and bi-annual Implementation Plans.</td>
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<td>• Develop and lead assigned strategic priorities around Office operations and services including assessing and implementing service priorities, necessary personnel and technical resources based on stakeholder needs.</td>
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<td>• On behalf of the Office, actively participate in international committees, projects, or special initiatives where there is a core connection to the mandate and role of the Office.</td>
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<td>• Provide regular external reports to the WDS-SC on progress toward strategic objectives, strategic priorities, special initiatives, and project progress.</td>
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<td>• Attend bi-annual international WDS-SC meetings to provide verbal and written reports.</td>
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<td>• Actively participate in, or lead, fund raising initiatives aiming at sustaining the Office.</td>
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<tr>
<td>Office set-up and operation</td>
<td>• Work with the WDS-SC and the Director, User Engagement to engage the consortium and other key stakeholders in the planning, implementation, evaluation, and development of the Office and its services; engage in research to inform assessment and planning of services and identification of capacity needs.</td>
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<td>• Under the oversight of the Director, develop and implement an Office budget.</td>
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<td>• Implement, track and report all aspects of the unit’s strategic and operational planning, forecasting, and performance in alignment with ICSU-WDS and the consortium’s goals, policies, and expectations. This includes management of projects, etc.</td>
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<tr>
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<td>• Oversee the development and maintenance of a web interface that facilitates the brokerage services provided by the Office.</td>
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| Development and delivery of advisory and technical services | • Recruit and retain professional and support staff that are appropriately credentialed, skilled, and committed to delivering on the unit’s mandate, role and services.  
• Oversee the hiring process, job description development, job evaluation, staff training and development, performance management, disciplinary activities up to and including dismissal in collaboration with ONC and UVic HR staff.  
• Provide regular internal and external reports on Office activities, administration, finances, operational issue resolution and resource utilization and capacity to the WDS-SC Chair  
• Ensure the adherence to key UVic policies and procedures.  

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| • Lead the development and assessment of the Office advisory and technical services.  
• Oversee the provision of broad range of expert advisory and technical services to WDS members.  
• Provide expert advice and support regarding GRDI data standards.  
• Ensure development and maintenance of effective and efficient systems, processes, procedures and resources that support the delivery of Office services.  
• Develop and implement strategies to build the visibility and responsiveness of the services the Office delivers.  
• Collect and analyze client (WDS members and other stakeholders) feedback provided from personal interactions or electronic surveys to identify issues, correct service delivery problems, and liaise with clients to maximize satisfaction.  

| Coordination | • Under the oversight of the WDS-SC, coordinate the activities of the Office with those of the WDS-IPO.  
• Oversee the coordination of partnership activities with the other relevant bodies in consultation with the WDS-IPO and Technical Advisory Committee.  
• Coordinate ICSU-WDS contributions to technical working groups in organizations such as the Research Data Alliance.  
• Work in concert with ICSU-WDS partners including the OECD, the Belmont Forum and others on policy and funding focus formulation, development of technical concepts, technical guidance, promotion of standards, and identification of sustainability gaps in the GRDI.  

| Engagement | • Liaise, build and maintain positive relationships with the WDS WDS-SC to ensure successful implementation of the Office plans and priorities.  

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- Represent the Office and ensure regular communication with the global research and data community regarding the Office’s services.
- Seek out, engage, facilitate and promote WDS’ and the consortium’s mandate and goals.
- Actively participate as a highly collaborative and engaged member in committees and working groups.

Oversee the development of effective communication strategies for engaging international WDS members (numbered at 108 as of January 2018).

### 5. Other Factors

| Decision Making | With minimal supervision, the Associate Director is expected to:
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<tr>
<td></td>
<td>• Lead the implementation of the Office’s strategic plans</td>
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<td>• Lead the development and delivery of the Office’s bi-annual implementation plan</td>
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<td>• Define, propose and implement methods and strategies to execute on the Office mandate ensuring the efficient set-up and operation of the Office.</td>
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<td>• Manage the resources of the Office (e.g. financial, personnel) to most effectively set-up and deliver on the Office’s mandate</td>
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<td>• Develop and implement operational and administrative systems, processes and policies of the Office, in accordance with UVic policies and practices</td>
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<td>• Establish and deliver regular progress reports (including financials) on the Office’s activities to the WDS-SC and to the Director, User Engagement</td>
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<td>• Make office staff selection decisions and manage staff performance with minimal guidance from the Director and WDS-SC</td>
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<td>• Independently evaluate client service requirements and plan, set-up and deliver advisory and technical services that meet client needs</td>
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The Associate Director is expected to contribute:

- To Office strategic and operational planning and decision making through participation in WDS-SC-led activities
- Ideas and strategies to support the long term sustainability of the Office as well as participate in long-term sustainability planning
- Through membership in working groups and committees, to the development of GRDI standards, international best data stewardship practices, policy
and funding focus formulation, development of technical concepts, technical guidance, promotion of standards, and identification of sustainability gaps in the GRDI

This position will work within current GDRI standards and data frameworks and UVic policies. Guidance and direction is provided by the WDS-SC and the WDS-IPO on guidelines and objectives, including specific technical expectations that relate to the Office mandate, and the Director User Engagement on UVic administrative and Office budgetary matters, as well as on technical implementation of the service.

**Human Relations**

- Influence and affect change by identifying international best practices and promoting their implementation and adoption by WDS members, make change suggestions to the WDS-SC on the mandate of the Office in an effective and results-oriented way so as to uphold the standards of the WDS
- Engage on behalf of the Office with international members and other stakeholders on matters related to service delivery to discharge the office duties
- Engage on behalf of the Office with the Technical Advisory Committee, the WDS-IPO and WDS-SC on matters related to technological support, standards and best data stewardship practices in order to continuously improve the standing of the organization
- Serve as office spokesperson on matters that are in scope of the role and the Office mandateRepresent the Office and WDS-ISCU on international working groups, committees and special projects and at conferences to advance relationships with organizations, institutions, partners, stakeholders and the research community.

**Accountability**

- The nature of the advisory and technology service projects requires that the Associate Director monitor and maintain many external relationships. Loss of these relationships could potentially result in loss of the Office’s international reputation.
- Develop and implement administrative, operational, and financial procedures and practices to enable the Office to meet goals as set out by the WDS-SC
- Accountable for implementing the Office’s operational and strategic plans to achieve goals; acts independently in the day-to-day oversight and management of the Office ensuring that short and long-term goals are met.
- Organize workflows and ensure that employees are accountable for their roles and understand assigned responsibilities and duties including check-ins and performance reviews
- Ensure deliverables of the service goals are met, by setting milestones and performance goals
- Accountable for the professional practices, actions, and activities of the Office staff that may present
reputational risk and problematic stakeholder relations issues
• Through membership in WDS working groups and committees, this position contributes to the development of GRDI standards, international best data stewardship practices, policy and funding focus formulation, development of technical concepts, technical guidance, promotion of standards, and identification of sustainability gaps in the GRDI

| Financial and Resource Management | • Manage a budget related to staff, travel, office equipment, consulting fees and the organization of workshops of approx. $300,000 over 3 years.
• Engage in fund raising activities in support the Office’s activities through the development of grant proposals. |
| Supervisory Responsibility | • Direct supervision of:
  ○ 2 PEA Staff
  ○ 1 CUPE Administrative Staff
  ○ Occasional students or Interns |
| Safety | • Ensure policies on Health and Safety are adhered to
• Responsible for anticipating and addressing any safety concerns for the staff in their working environment |
| Equity | • Assist in maintaining all University policies regarding equity
• Responsible for addressing related policies, procedures and practices to ensure fair treatment of employees in all aspects of their employment
• Works to ensure that the most able and experienced staff members available are hired, while understanding and working toward an open and overall fair process to ensure as balanced and diverse staff as possible |

6. Summary of qualifications and job specific competencies

| Qualifications and experience | The Associate Director will hold a Master’s degree in information technology, natural, library or engineering sciences. The candidate will have five (5) years of direct and hands-on experience leading the development and integration of complex data and information systems in the context of international or multi-partner scientific data and information management collaborations.

Additionally experience is required in:
• Management experience in a not-for-profit or academic environment
• Supervision of small technical teams
• Organizational and financial management
• Development of grant proposals
• Project management
• Social media
• Development and maintenance of web interfaces |
An equivalent combination of education and experience may be considered.

| Key job-specific competencies | • Excellent command of written and spoken English as well as outstanding public speaking abilities.  
| | • Strong understanding of information systems, web interfaces business software and data management.  
| | • Strong team leadership, supervisory experience and an aptitude to operate as an effective tactical as well as a strategic thinker.  
| | • Demonstrated ability to exercise judgement independently.  
| | • Ability to plan, organize and monitor activities and projects according to priorities, established schedules and deadlines.  
| | • Ability to plan, organize and monitor the work and activities of self and direct reports.  
| | • Ability to serve as spokesperson, facilitator or participant in meetings and presentations to committees, organizations and stakeholders. |

7. Unusual working conditions

Regular international travel will be required
Date of Completion: ________________________________

Signature of Incumbent: ______________________________

Signature of Director: ________________________________