PEA Job Description

1. Position Identification

Position Number: 992036
Position Title: Program Manager
Department: Pacific Institute for Climate Solutions
Reports to: Associate Director, Pacific Institute for Climate Solutions
Number of Direct/Indirect Reports: Direct 0, Indirect 0
Classification Level: SG11
Last Updated: July/2018

2. Position Summary

The Pacific Institute for Climate Solutions (PICS) is a research and engagement network with a mandate to produce leading climate solutions research that is actively used by decision-makers to develop effective mitigation and adaptation policies and actions. We have a focus on BC, but target our work to contribute to the global knowledge base and action on climate solutions. PICS is funded by a major endowment which supports research and knowledge mobilization to create climate change solutions that will have an impact in both decreasing GHG emissions and assisting our society to adapt to the changing climate. PICS is hosted by the University of Victoria and operates at University of British Columbia, University of Northern British Columbia, Simon Fraser University and University of Victoria to link high quality academic researchers with governments and the private sector to co-develop climate change solutions. PICS has a staff complement of 10 including three off-site program managers who are located at the other university campuses.

The PICS Program Manager: supports the overall implementation of the PICS strategic plan (www.pics.uvic.ca); is responsible for PICS on-campus presence at the University of Victoria including organizing events, maintaining a program of student and faculty engagement, participating in local outreach and climate change solution implementation activities; developing advanced knowledge in their subject matter domain; developing a network of local support related to particular subject matter domains; and engaging in climate solutions outreach related to their area(s) of expertise.

This position requires occasional travel (generally 1 – 3 days/trip, mainly within BC) for meetings, conferences, workshops etc.

3. Key Responsibilities and Expectations

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<th>Key Responsibilities</th>
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<td>UVic Faculty and Student Engagement</td>
<td>Develop and implement an annual plan for engagement with members of the University of Victoria community to</td>
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| 40% | increase awareness, action and research related to developing and implementing climate change solutions. This includes, e.g.:  
- Develop and implement an annual plan for a public facing series of lectures/workshops/seminars etc. focused on particular themes.  
- Develop and implement a program of engagement focused on PICS supported UVic graduate students; align and coordinate program with PICS overall student engagement program.  
- Develop measures of impact to evaluate the effectiveness of activities.  
- Support climate change solution related student activities on campus (mentoring, clubs, design competitions or similar activities).  
- Build relationships with faculty across campus to increase awareness of and participation in PICS research opportunities.  
- Develop workshops and other activities to help establish partnerships among faculty, PICS, and third parties that have potential to lead to solution generation.  
- Coordinate with other research and teaching units on campus to bring climate solutions issues and opportunities to the awareness of UVic executive.  
- Participate as a member of UVic’s ‘Speakers Bureau’ to bring climate solution information to interested community groups. |
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| PICS strategic direction | 40%  
- Contribute to the implementation of the overall PICS strategic direction, including programmatic management of certain PICS activities spanning the domain of PICS operations. Examples of such programmatic management include the PICS research engagement programs, Student Engagement, research partner interactions, government relations, overall leadership of events and outreach or leadership of specific PICS projects.  
- Collaborate / Liaise with other PICS staff to support the operation of PICS and provide effective implementation of multi-campus programs.  
- Develop and implement durable operational procedures that will allow PICS to be effective in delivering its programs. |
| Climate Solutions Development | 20%  
- Develop and maintain expertise in a climate solutions field so as to become a valued contributor to the solution seeking community by:  
  - Supporting, facilitating and participating in related networking and outreach opportunities.  
  - Representing PICS through presentations, public engagement, and providing technical assistance on development projects.  
  - Seeking out and participating in opportunities, activities and initiatives that move climate solutions closer to implementation. |
- Engaging with the solution seeking community by participating in committees and working groups.

### 4. Classification Factors:

#### Problem-Solving:

The position’s engagement activities are guided by an annual plan, which it develops and recommends to the PICS Executive for approval. In the implementation of the plan, the position consults with the campus faculties, departments, student groups, etc. to explore opportunities and interest in climate change solutions. Lectures, workshops and/or seminars are then developed and delivered within the available budget, resources and time constraints. To be effective the position must understand each communities’ interests and analyze, strategize and communicate linkages between their interests and the climate change agenda.

The position is also required to build on their knowledge of the climate solutions field in order to network, support and participate in external opportunities, activities and initiatives that move climate solutions closer to implementation within their field of expertise.

#### Responsibility for Financial & Material resources:

The position will have a fixed budget (approx. $25k) assigned by the Executive Director. Expenditures above about $3k will require approval from the Associate Director.

#### Responsibility for Human Resources:

The position will have no formal or indirect responsibility for staff.

#### Impact of Decisions and Actions:

The position is responsible for the development and implementation of the PICS annual campus engagement program and the activities within the program. The position is also required to contribute to the implementation of the PICS strategic direction through the implementation of PICS research engagement programs, Student Engagement, research partner interactions, etc. Additionally, through interactions with the outside community the position will use their expertise to serve as a ‘go to’ person in their field or domain of expertise and hence serve as a valuable resource in the dialogue on climate change solutions.

#### Independence:

The position will work with significant autonomy to build and deliver the PICS UVic engagement program, and interface with the UVic campus and external community. The PICS Executive will approve the annual engagement plan ensuring it aligns with PICS operational and strategic objectives. Day to day decision making regarding the planning and delivery of engagement lectures, workshops, etc. will be done without supervision. Informed guidance is available if required.
5. **Summary of Qualifications:**

This position requires a Master’s Degree in Natural or Social Science, Engineering, Economics or related field with a specialty in climate change mitigation or adaptation solutions, and a minimum of three years of experience including project management, event management, communications, and grant writing.

An equivalent combination of education, training and experience may be considered.

Specialized knowledge includes:

- Good knowledge and demonstrated interest in climate change issues, particularly in relation to climate change solutions
- Demonstrated experience preparing and giving technical and non-technical talks, preferably related to climate change solutions or related topic

Competencies include:

- Superior organizational skills and the ability to pay close attention to detail
- Demonstrated ability to work independently with little supervision, and as a member of a diverse team distributed over a range of locations
- Good written and oral communication skills, ability to present difficult concepts to both specialist and generalist audiences
- Strong analytic and quantitative capability
- Strong interpersonal communication abilities
- Highly motivated, creative, and self-starter
- Demonstrated ability to initiate new projects and take them from idea to completion

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