PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>#998709</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Administrative Officer (AO)</td>
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<tr>
<td>Department</td>
<td>Chemistry</td>
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<td>Reports to</td>
<td>Chair, Department of Chemistry</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct_3 Indirect_3</td>
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<tr>
<td>Classification Level</td>
<td>SG 11</td>
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<tr>
<td>Last Updated</td>
<td>Sept 2019</td>
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2. Position Summary

The Administrative Officer (AO) supports chemistry researchers in the pursuit of ground-breaking research, and chemistry teachers in providing outstanding practical experiential learning opportunities for undergraduate students.

The AO is the central administrative position in the Department of Chemistry (a Department of more than 180 personnel). Responsibilities include: supervising several personnel doing a wide range of duties; managing large budgets; providing departmental continuity by advising and supporting Chairs throughout their terms; developing and coordinating the academic schedule for all chemistry courses; organizing outreach teams and planning several special events every year; supporting the Safety Officer and Safety Committee; acting as the point person for all minor repairs and renovations, and assisting with the planning for all major construction projects (including BWC).

3. Key Responsibilities and Expectations

<table>
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<tr>
<th>Key Responsibilities</th>
<th>Expectations:</th>
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<tr>
<td>Human Resources 20%</td>
<td>• Direct supervision of the Department Secretary, the Scientific Technologist and the Glassblower. Indirect supervision of 2 administrative positions and one electronics technician.</td>
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<td>• Chairing of the selection committees for all new staff members (including laboratory staff).</td>
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<td>• Performance planning, training, advice and guidance, performance improvement, vacation and leave planning, etc..</td>
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<td>• Organizing teams of personnel (staff, faculty and students) for special events and outreach throughout the year.</td>
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<td>Advisor to the Chair 20%</td>
<td>• Analyze data and undergo research for the Chair in the areas of personnel, finances, space, scheduling, safety, and other issues as they arise.</td>
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<td>• Brainstorm with Chair solutions to complex problems such as budget reductions and sensitive personnel issues.</td>
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<td>• Advise Chair about planned special events and activities.</td>
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<td>• Write and design Department newsletter.</td>
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<td>Financial Management 30%</td>
<td>• Financial analysis.</td>
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<td>• Budget planning.</td>
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<td>• Management of many large accounts.</td>
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- Creation of computer systems and manual procedures to process and manage purchases, reconciliation of charges, charge-backs for shops and instrument facilities (2 shops and 4 facilities) etc.
- Assist with faculty research accounts.

**Space 15%**
- Requests all routine repairs and minor alterations
- Brainstorms renovation and building plans with the FSC and Chair, and with construction project teams

**Academic Scheduling 10%**
- Review schedule of courses prior to each Session, and by consultation with the Chair, lecture instructors, and the Lab Supervisor, determine what changes are required for upcoming Session.
- Respond to student inquiries about course availability and registration problems.
- Determine how to solve students’ registration problems and advise students on next steps.
- Prepare and submit editorial calendar changes.

**Safety and security 5%**
- Receive and act on safety and security concerns in the Department.
- Organize and do safety inspections with the Safety Officer, including writing inspection reports.
- Member of the Science and Medicine Safety Committee.

### 4. Classification Factors:

#### Problem-Solving:
The AO in Chemistry must be able to find solutions to a wide range of problems – often by brainstorming with key players, then trying new ideas. Examples include:
- developing new financial management strategies and managing several new revenue sources allowing the Department to prosper despite significant cutbacks to base budget;
- providing significant input to the design of new space (especially the Chem space in the Bob Wright Centre) and to the renovation and up-keep of old space;
- creating workable academic schedules even during major renovations when a lot of the usable space for lab classes was torn apart due to the renovations;
- dealing with personnel health issues and challenges requires very careful, thorough and compassionate HR problem solving, often in consultation with UVic HR;
- maintaining, expanding, and developing new outreach, alumni, and community activities is an area requiring creativity, initiative and the ability to fix sometimes difficult problems on the run.

#### Responsibility for Financial & Material resources:
Requires extensive responsibility for resources, such as: the responsibility for preparing and administering numerous accounts within a large budget. For example:

1. Full responsibility for administration, maintenance, analysis and departmental auditing of 19 Chemistry Department accounts – including recommending and authorizing all purchases, approving all invoices, account reconciliation, and preparation of budget proposals. Budget > $4,000,000
2. Full responsibility for a contingency fund and the equipment reserve.
3. Delegated responsibility for research accounts. Budget varies
4. Joint responsibility for faculty start-up accounts (funds provided by the Dean of Science for new faculty – to get research up and running). Budget varies (right now ~ $500K)
5. In consultation with the Chair, full responsibility for a large equipment reserve fund.
Responsibility for Human Resources:
The AO in Chemistry formally, directly supervises 1 administrative staff and 2 technical staff; indirectly supervises 2 administrative staff; and is delegated day-to-day supervisory duties for 3 Staff Scientists.

Impact of Decisions and Actions:
Financial: The AO manages the finances for a large and complex department with minimal input from other parties. Virtually all financial decisions are made at the departmental level by the AO in consultation with the Chair. The impact to the Department and Faculty of Science is major.

Human Resources: The AO is responsible for all “day-to-day” supervisory duties such as hiring, onboarding and performance development; advising personnel on best practices; training personnel for specific tasks, planning and tracking leave; deciding which tasks should be done by each person; regular meetings, etc. and performs these responsibilities independently. The impact to the unit is major. Actions and decisions on more complex issues, such as performance improvement, are always worked on collaboratively with the Chair. The impact to the University is major. (e.g. Equity issues)

Independence:
Most day-to-day administrative duties, such as managing accounts, hiring, and routine reporting must be done according to policy. However, this position has complete freedom in what tools are best to use for these duties; how to schedule these duties; and how to maximize results. In addition, this position is responsible for many one-off, project-type duties for which there is a large degree of independence exercised. Examples include: holding special events for alumni; developing (with a team) Professional Development Days for high school chemistry teachers; writing newsletters; planning lab openings, etc..

5. Summary of qualifications:
This position requires a BSc plus a minimum 5 years of related experience in a university setting is essential.

Experience to include:
  Supervisory training, management training, and basic safety training.
  An equivalent combination of education and experience may be considered.

In addition this position requires:
- Excellent analytical, critical thinking and problem solving skills
- Superior communication skills, both written and verbal
- Ability to build and maintain productive working relationships with all stakeholders
- Ability to work independently and collaboratively in a team environment
- Proven track record achieving project goals on time and produce deliverables of a high quality
- Ability to work effectively with a diverse population and with all levels of university personnel
- Demonstrated administrative and organizational skills
- Demonstrated leadership, supervisory skills and the ability to inspire a team
- Knowledge and awareness of discipline specific labour market conditions and trends

Employee's Signature: Date: 

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| Manager's/Supervisor's Signature | Date:            |