1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>997225</th>
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</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Director, Office of the Vice-President Research</td>
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<tr>
<td>Department</td>
<td>Vice-President Research</td>
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<tr>
<td>Reports to (title)</td>
<td>Vice-President Research</td>
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<tr>
<td>Classification Level</td>
<td>10</td>
</tr>
<tr>
<td>Date (last revised)</td>
<td>December 2020</td>
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</tbody>
</table>

2. Department

The Vice President Research (VPR) portfolio includes the Office of the Vice-President Research (OVPR), Office of Research Services, Animal Care Services, and the Research Partnerships and Knowledge Mobilization Unit, and is responsible for UVic research centres and research entities. The OVPR provides guidance for UVic’s research agenda at the institutional level, including setting strategic research priorities and developing initiatives to support research to ensure that UVic research continues to grow and prosper.

The role of the VPR is to promote and facilitate research and creative activities at the University of Victoria. To do this, the VPR:

- develops and implements strategic plans to support a rich research environment
- creates and oversees sound research policies and procedures that meet the highest ethical and regulatory standards
- works with potential research funders to enhance available resources
- promotes the mobilization of knowledge created through research for societal benefit and seeks to enhance the reputation of the university through the excellence of the research conducted by its faculty and students

The OVPR staff support the VPR, Associate Vice-Presidents Research and all of the activities of the portfolio to accomplish the missions and goals set out in the University Strategic Framework and individual unit plans.

3. Position Summary

<table>
<thead>
<tr>
<th>Mandate or core purpose of role</th>
<th>Reporting directly to the Vice-President Research (VPR), the Director provides confidential strategic support to the VPR, the Associate Vice-President Research (AVPR) and the Associate Vice-President Research Operations (AVPRO), and assists with the promotion and facilitation of research and creative activities at UVic.</th>
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Management Excluded Job Description

<table>
<thead>
<tr>
<th>Summary of roles, functions and areas of focus</th>
<th>The Director actively supports the VPR in pursuing excellence in relation to the research enterprise at UVic and provides leadership and coordination of the OVPR to ensure that high quality and appropriate preparations are in place for all the VPR’s responsibilities and activities. This includes initiatives, engagements, and meetings, including planning activities, policy development and review, communications, and analytical and research support, related to those issues under the purview of the VPR. The Director represents the VPR, liaising with senior leaders within the portfolio and the university and with stakeholders in the external community, and supports new and ongoing strategic initiatives within the VPR portfolio, and organization-wide activities where the VPR has responsibility.</th>
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4. Key Responsibilities and Expectations

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<tr>
<th>Key Responsibility</th>
<th>Expectation</th>
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| **Strategic Support** | • Ensures that comprehensive, complete, detailed, and accurate preparations are in place for all the VPR’s initiatives, engagements, responsibilities and activities.  
• Provides strategic support to the VPR executive including coordinating agendas and the implementation of action items.  
• Liaises directly with the VPR, AVPR, AVPRO, Director Strategic Research Initiatives, Director Research Partnerships and Knowledge Mobilization, and other senior management within the research portfolio to provide information, research and analysis, and/or support required for decision-making and problem-solving.  
• Prepares reports (with recommendations for action), letters and correspondence on sensitive and confidential matters on all matters related to the VPR portfolio. The audience for these documents includes Executive Council, Dean’s Council, Senate, Board of Governors and external agencies.  
• Gathers information, develops and prepares plans, briefing notes, and approval documents to present to University executive and Board for information or approval.  
• Works directly with the VPR and the AVPR and AVPRO on public and internal presentations (e.g., speeches, presentations, speaking notes), ensuring they promote the VPR and UVic’s vision, mission and values, and are aligned with strategic goals and priorities.  
• Reviews incoming correspondence and reports; updates VPR, AVPR and AVPRO on issues as required; drafts complex return correspondence for signature; and executes actions as required. |
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- Reviews reports submitted by other departments and research centres for the VPR’s signature for accuracy and clarity of information, appropriate accountability, and sign-off.
- Edits and reviews highly confidential correspondence on behalf of the VPR, including emails, memos and letters.
- Represents the VPR on high profile and sensitive portfolio and campus-wide activities in order to support processes and outcomes within and outside the VPR portfolio.
- Provides secretariat support to various committees chaired by the VPR and oversees the implementation of action items.
- Provides executive search functions for AVPR, AVPRO and entity presidents, and coordinates the selection process for Research Centre Directors.

### Planning

- Develops and implements systems and processes for effective planning, including the integration of portfolio-wide planning information.
- Directs, leads, coordinates and guides the activities of the OVPR team to ensure that the VPR’s busy and often rapidly changing schedule of activities is fully supported.
- Conducts analysis and coordinates “Enhanced Planning Tools” (EPT) model for planning and management purposes. Assist the VPR and the executive team to identify potential areas of concern, as well as possible opportunities for improvement.
- Coordinates, compiles and prepares materials, reports and presentations in the development of Integrated Planning priorities and resource allocations on behalf of the VPR portfolio, which includes multiple Research Centres, to be consistent with the objectives of the University’s Strategic Framework.

### Initiative Management

- Leads and/or supports, coordinates and delivers institutional initiatives assigned by the VPR and VPR executive, including creating and supporting working groups, collaborating with staff and faculty to develop innovative solutions and programs, consulting with others to strengthen and inform decision-making, evaluating processes against best practices in order to make improvements, and implementing and communicating outcomes to the wider university community.
- Develops initiative plans which includes the development of budgets, background research and analysis, communication plans, work plans and key, measurable deliverables.
- Provides support and guidance for organizational initiatives that are the responsibility of the VPR.
- Facilitates, consults and influences projects in progress external to VPR representing the interests of the VPR.
- In consultation with the VPR executive, faculty, Research Centres and key stakeholders at all levels of the university, supports the development, implementation, monitoring, analysis and reporting on the new Strategic Research Plan.
## Management Excluded Job Description

| Coordination of Policy Review and Development | • Coordinates the creation or revision of research policies with executives in the VPR portfolio, collaborating with and seeking input from cross-functional stakeholders (e.g. General Counsel, USEC, Dean’s Council, Faculty Association, and Research Centres) on the policy issue at hand, potential issues and key considerations through to the stage of final approvals from Senate and the Board of Governors.  
• Develops procedures and tools to ensure that VPR policies remain current, concise, functional, mutually consistent and readily accessible and comprehensible.  
• Conducts research, analysis and special studies on complex and sensitive administrative and policy issues including the development of strategies and actions to realize the university’s goals.  
• Coordinates the communication and implementation of new or revised policies and procedures across campus.  
• Advises the VPR, and/or other staff as required, on university and external agency policies and how they are applied and applicable to individual situations. |
|---|---|
| Inter-portfolio Liaison | • Engages with members of the internal campus community to provide assistance in problem-solving and decision-making regarding areas that fall within the purview of the office of the VPR, including finding common ground between the mandates of different units.  
• Provides support for organizational initiatives that are the responsibility of the VPR.  
• Liaises and work with Executive Directors, Directors, and Managers in other executive offices to facilitate timely and accurate information exchange on issues involving one or more of the other members of the executive.  
• Liaises with the Executive Director Community and Government Relations, and the Director of Ceremonies and Events to facilitate the arrangement of government and other events.  
• Liaises with UVic’s General Counsel, staff in the Research Partnerships and Knowledge Mobilization unit, and other internal and external stakeholders in the development of contracts for services and employment contracts within the VPR portfolio to ensure UVic policy and provincial/federal legislation requirements are met. |
| Communication | • Participates in the implementation of the OVPR’s strategic communications plan, in collaboration with the VP External Relations portfolio.  
• Oversees and manages the flow of information to various committees and boards within and external to the university, engaging the appropriate staff to ensure materials are accurate, complete and on time. |
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- Facilitates communication to and from the VPR and/or the appropriate parties.
- Provides strategic analysis and keeps the VPR up-to-date on issues of importance to UVic’s research mission and VPR objectives.
- Communicates with members of the University community and external community on VPR strategic initiatives.
- Develops key messages consistent with the goals of the Strategic Research Plan, and the Strategic Framework as it relates to the VPR, to internal and external stakeholders for VPR executive use.
- Builds relationships between the VPR and internal and external stakeholders to facilitate the objectives of the VPR.
- Keeps the VPR updated on issues and potential issues and provides advice on decisions and actions.

5. Other Factors

### Decision

- Works independently with limited direction on decision-making with respect to the management of projects. Decision-making with respect to consultation and collaboration is based on the nature and autonomy of the project.
- Successful decision-making necessitates the incumbent having a strategic perspective, sound judgement and political savvy. This requires a comprehensive understanding of each of the research portfolio areas, the mandate, key objectives and priorities of the VPR and the university, the interrelation of the university departments and the VPR portfolio, and research-related issues and activities within the portfolio and university and at the provincial and federal level.
- Strategic direction and advice are provided by the VPR and the VPR executive.
- Works with VPR, VPR executive team and senior university leaders to facilitate a positive outcome and to ensure portfolio and initiative objectives are met.
- Has the ability to judge the importance of any given issue or situation and determine the appropriate parties to involve, particularly in situations where the VPR is not available.
- Prepares briefings and recommendations for decision-making by BOG, Executive Council, Deans’ Council, Senate, taking into consideration the impacts of potential decisions on other departments and other stakeholders.
- Understands boundaries of decision-making capability within the university and portfolio and refers decisions that involve high reputational or personal risk to the VPR or AVPRs.
- Respects the need for a high level of confidentiality, and provides the appropriate level and amount of detail to internal
## Management Excluded Job Description

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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| and external communities regarding decisions and mandates of the VPR. | - Is informed about university and external issues, and activities including provincial and federal policy and priorities, in order to anticipate the needs of the VPR and the department.  
- Analyzes often complicated and/or confidential inquiries, complaints and problems and adapts effective courses of action, responding directly in most cases and seeking advice from the AVPs or VPR when required. |
| Human Relations       | - Builds and maintains informal personal relationships and networks across campus and in other Canadian institutions in order to facilitate communication and collaboration on matters of importance to the research mission and reputation of the university.  
- Provides guidance and advice to, and influences staff within the portfolio and staff/faculty across campus to ensure VPR objectives are met, initiative outcomes are realized and policy and procedures related to research are understood and followed.  
- Facilitation, collaboration and influence requires a high degree of diplomacy and tact with respect to sensitive strategic initiatives and policy.  
- Represents the VPR internally with senior leaders and externally ensuring the accurate and appropriate communication of the VPR’s mandate, objectives and priorities. |
| Accountability        | - Reports directly to the VPR and supports the VPR’s mandate, objectives, strategic initiatives and activities including facilitating organization-wide initiatives that are the responsibility of the VPR.  
- Accountable for the outcomes of assigned initiatives and activities including those which may have reputational impact.  
- Works closely with all direct reports to the VPR, and collaborates with the APVRs and Directors on special projects and policy reviews.  
- Leads and coordinates the effective and efficient operations of the OVPR ensuring systems, processes and team members provide comprehensive, complete support of the VPR’s initiatives, engagements, responsibilities and activities.  
- Informs and facilitates VPR enhanced and integrated planning activities and the monitoring, analysis and reporting on the Strategic Research Plan strategies and objectives.  
- Interacts and informs other university departments and department heads about the policies, procedures, and decisions of the VPR as requested or required.  
- Works independently but much of the work schedule is dictated by the VPR’s priorities and strategic goals. |
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<thead>
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<tr>
<td>• Accountable for providing information aligned with policy and strategic goals to assist with institutional decision-making.</td>
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</table>
| Financial and Resource Management. | • Budget, material and resource planning as it relates to the OVPR.  
• Preparation and management of initiative budgets.  
• Has $5,000 signing authority on designated OVPR operating accounts.  
• Conducts analysis and coordinates “Enhanced Planning Tools” (EPT) model for planning and management purposes. Assist the VPR and the executive team to identify potential areas of concern, as well as possible opportunities for improvement. |
| Supervisory Responsibility | • Has shared supervisory responsibility for the VPR Executive Assistant who supports both the work of the VPR and the Director.  
• Indirect responsibility for staff associated with initiatives – direct work assignments, identify priorities, follow up and manage progress, adjust priorities and/or milestones to meet goals. |
| Safety | • Responsible for ensuring a safe working environment for self, reports and visitors. |
| Equity | • Responsible as a leader for ensuring equity in the engagement of the university community. |

6. Summary of qualifications and job specific competencies

| Qualifications and experience | Post-graduate degree with research experience and minimum of 5 years relevant work experience in a leadership or governance position in higher education or a related field, including:  
• Situations involving confidential, complex and/or sensitive issues.  
• Operational and strategic planning.  
• Organizational project management.  
• Business administration in a complex, fast paced environment  
• Drafting/creating high-level professional business documents, correspondence, and communications for a variety of audiences.  
• Basic understanding of the research environment in a postsecondary institution.  
An equivalent combination of education, training and experience may be considered.  
Preferred knowledge:  
• Concepts, principles and trends of business administration, including budget planning and tracking, and fiscal principles.  
• Project management methodology and best practices.  
• University research support systems. |
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- UVic’s policy and protocols.
- UVic’s organizational structure and governance.

Key job-specific competencies

- Excellent written and verbal communications skills are essential.
- Excellent judgment, tact, diplomacy with a thorough understanding of complex issues related to the university research environment.
- Highest standards of professionalism; strives for excellence in every outcome.
- Anticipates challenges and develops effective course of action to address emergent issues as they arise.
- Excellent interpersonal skills and the ability to work effectively and positively with senior executive from within and outside the institution, faculty, staff and stakeholder organizations units.
- Ability to work independently, with limited direction and supervision.
- Demonstrated ability to lead, supervise and/or collaborate the work of others towards a positive outcome.
- Demonstrated ability to be thorough, accurate and have a high-level of attention to detail.
- Ability to effectively manage or coordinate multiple projects, deadlines, and conflicting priorities efficiently and under pressure.
- Make sound and well-researched recommendations regarding policies and procedures of the VPR.
- Strong independent research and analytical skills and the ability to analyze situations and adapt effective courses of action.

7. Unusual working conditions

Deadlines are constant, strict and often non-negotiable; they may arise suddenly and with a short lead-time. Areas of responsibility are very broad and there is a constant need to be able to switch gears, attend to multiple details, while maintaining professionalism and strategic focus.

Position requires flexibility in working hours.

Please attach the reporting structure for the role.

Date of Completion: ________________________________

Signature of Incumbent: _____________________________

Signature of Director: ______________________________