



Management Excluded Job Description Template

1. Position Identification

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| Position Number | 992133 |
| Position Title | Associate Director, World Data System International Technology Office |
| Department | Ocean Networks Canada |
| Reports to (title) | Director, User Engagement |
| Classification Level | ME11 |
| Date (last revised) | November 2022 |

2. Department Summary

The World Data System (WDS: www.worlddatasystem.org) was established by the International Science Council (ISC: <https://council.science/>) 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. The 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.

The WDS International Technology Office (Office), hosted by Ocean Networks Canada (ONC) at the University of Victoria, is an initiative hosted by the three current regular members of ISC'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.

3. Position Summary

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| 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 domestic and international stakeholders such as the Alliance and the Research Data Alliance researchers to deliver on the WDS-ITO mandate to: |
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| | <ul style="list-style-type: none"> • Set-up, operate and manage the contribution of the Office to the WDS operational systems that form part of the Global Research Data Infrastructure (GRDI) (aka Global Open Research Commons or Global Open Science Commons). • 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 ISC programmes such as Future Earth. • When appropriate host a Trusted Brokering Service on behalf of the GRDI community. • Coordinate the WDS contribution to, and when appropriate, lead the creation, development and execution of technical working groups both in house and in organizations such as the Research Data Alliance. • Work in concert with the 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 | <p>Under the oversight of the WDS-SC and with the support of the ONC Director, User Engagement, the Associate Director is responsible for:</p> <ul style="list-style-type: none"> • Set-up and lead Office technical and business operations including leading the development of the Office Strategic Plan and biannual Implementation Plans; • Lead the implementation of Office strategic and bi-annual or annual plans. • Strategically position the ITO, and deploy its resources where they can be most impactful; fill common needs across key partnerships and respond to the goals of the ISC and funding entities • 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. • Evaluate and negotiate complex organizational relationships that are key to the success of the Office and the WDS more broadly, with a focus on the reputation of the parent organizations • Secure and 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 , funding agencies and with ONC and UVic on administrative and technical matters • Engage with and provide expert advice and guidance to Canadian members of the consortium and key stakeholders such as Research Data Canada, CODATA/CNC-CODATA, the Digital Research Alliance of Canada (DRAC) WDS members as well as researchers. • When possible and appropriate, respond to changing needs and priorities of members, key partners and stakeholders |

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| 4. Key Responsibilities and Expectations | |
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| Key Responsibility | Expectation |
| Oversee The WDS International Technology Office (Office) Strategic Priorities and Projects | <ul style="list-style-type: none"> • Lead the development of the Office Strategic Plan and its annual Implementation Plans. • Secure financial and human resources to ensure ITO operations are adequately supported, in amounts commensurate to the objectives outlines in the strategic and annual plans • 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. • On behalf of the Office, actively participate in, and take leadership roles on international committees, projects, boards, advisory groups or special initiatives where there is a core connection to the mandate and role of the Office. • Provide regular external reports to the WDS-SC on progress toward strategic objectives, strategic priorities, special initiatives, and project progress. • Attend bi-annual international WDS-SC meetings to provide verbal and written reports. • Lead and participate in, fund raising initiatives aimed at sustaining the Office. |
| Office Operations | <ul style="list-style-type: none"> • Under advice from the ONC Director of User Engagement, and with the support of the ONC finance team, create, develop, secure and implement the Office budget. • 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. • Implement, track and report all aspects of the unit's strategic and operational planning, forecasting, and performance in alignment with the WDS and the consortium's goals, policies, and expectations. This includes management of projects, etc. • Oversee the development and maintenance of a web interface that facilitates the services provided by the Office. • Within the general guidance of the University of Victoria, implement effective working conditions for staff, such as remote work • Recruit, retain and when necessary train professional and support staff that are appropriately credentialed, skilled, and committed to delivering on the unit's mandate, role and services. • Oversee and when appropriate lead the the hiring process, including 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, ONC, partners and funding agencies. • Ensure the adherence to key UVic policies and procedures. |

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| Development and delivery of advisory and technical services | <ul style="list-style-type: none"> • 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 and other key stakeholders. • Provide expert advice and support regarding GRDI data standards, and contribute to the roadmap for its development and integration with services that support international research. • Develop and maintain cost effective and efficient systems, processes, procedures and resources that support the delivery of Office services. Build on the success stories and investments of the existing infrastructure to build cohesion across the global community of online research infrastructure developers. • 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. • Monitor the evolving landscape of technological innovations, especially as they relate to research data management and its integration with software, compute and other resources that support research |
| Planning and needs assessment | <ul style="list-style-type: none"> • Under the oversight of the WDS-SC, and in conjunction with the WDS-IPO, identify and create initiatives that respond to member needs and fill gaps in the global research services community. • Oversee the coordination of partnership activities with the other relevant bodies (e.g. CODATA, RDA) in consultation with the WDS-IPO and WDS SC. • Play a central role in the 'Data Together' initiative to coordinate mandates, policies and activities of the four global data bodies: GO FAIR, CODATA, RDA and WDS. • Coordinate and when appropriate lead WDS contributions to technical working groups in organizations such as the Research Data Alliance. • Work in concert with 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 | <ul style="list-style-type: none"> • Liaise, build and maintain positive relationships with the WDS IPO and WDS-SC to ensure successful implementation of the Office plans and priorities. • 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, and lead the development and execution of new working groups as needed. Oversee the development of effective communication strategies for engaging international WDS members (numbered at 128 as of April 2022) as well as existing and potential allied partners globally. |

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| 5. Other Factors | |
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| Decision Making | <p>With minimal supervision, the Associate Director is expected to:</p> <ul style="list-style-type: none"> • Lead the implementation of the of Office's strategic plans • Lead the development and delivery of the Office's annual and or bi-annual implementation plan • Define, propose and implement methods and strategies to execute on the Office mandate ensuring the efficient set-up and operation of the Office. • Manage the resources of the Office (e.g. financial, personnel) to most effectively set-up and deliver on the Office's mandate • Develop and implement operational and administrative systems, processes and policies of the Office, in accordance with UVic policies and practices • Establish and deliver regular progress reports (including financials) on the Office's activities to the WDS-SC and to the Director, User Engagement • Make office staff selection decisions and manage staff performance with minimal guidance from the Director and WDS-SC • Independently evaluate client service requirements and plan, set-up and deliver advisory and technical services that meet client needs • provide strategic advice, support planning processes, and be a larger part of the institutional fabric of the ISC and the WDS. <p>The Associate Director is expected to contribute:</p> <ul style="list-style-type: none"> • 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, and maturation and integration of traditional data services in light of new user needs and technological developments. 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 | <ul style="list-style-type: none"> • 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 trusted partners, 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 |

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| | <ul style="list-style-type: none"> • Serve as office spokesperson on matters that are in scope of the role and the Office mandate • Represent the Office and ISC on international working groups, committees, boards, and special projects and at conferences to advance relationships with organizations, institutions, partners, stakeholders and the research community; identify and take a leadership position in these activities that are of particular importance to the WDS and redound well on all parent organizations. • Engage productively and respectfully with the global community in a way that elevates the reputation of the WDS as an important component of international research |
| Accountability | <ul style="list-style-type: none"> • 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. • With administrative support from ONC and UVic, 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 and external 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 | <ul style="list-style-type: none"> • Manage a budget related to staff, travel, office equipment, consulting fees and the organization of workshops of approx. \$400,000 a year. • Lead fund raising activities in excess of \$500K/pa in order to support the Office's activities through the development of grant proposals, MoUs and in-kind contributions from partner organizations. |
| Supervisory Responsibility | <ul style="list-style-type: none"> • Direct supervision of: <ul style="list-style-type: none"> ○ 3-4 Grant funded ○ Occasional students or Interns |
| Safety | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Assist in maintaining all University policies regarding equity |

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| | <ul style="list-style-type: none"> • Responsible for addressing related policies, procedures and practices to ensure fair treatment of employees in all aspects of their employment • Responsible for supporting a welcoming and inclusive environment for staff and for promoting a positive working relationship between staff, the university community and our external partners. |
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6. Summary of qualifications and job specific competencies

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| Qualifications and experience | <ul style="list-style-type: none"> • Qualifications must include a minimum 7 years of progressive leadership 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. • Master's degree in information technology, natural, library or engineering sciences. PhD preferred. • must have a wide scope of knowledge and depth of understanding of current and emerging data practices to create services in support of all scientific domains of research, throughout the research data management lifecycle. • 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 • Development and maintenance of web interfaces <p>An equivalent combination of education and experience may be considered.</p> |
| Key job-specific competencies | <ul style="list-style-type: none"> • Excellent communication skills required for presentations, reports and proposal writing. • Strong understanding of information systems, web interfaces business software and data management. • Strong analytic abilities, strategic planning, and problem solving skills. • Demonstrated ability to exercise judgement independently. • Ability to simultaneously manage a diverse range of complex projects and activities. • Ability to plan, organize, mentor and motivate a team to achieve goals. • 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