



Director, Camosun Innovates

Posting: A18-04	Closing Date: March 6, 2018
Position Type: Continuing	Workload: Full-time
Start Date: April 3, 2018 (negotiable)	

ORGANIZATIONAL OVERVIEW

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 18,000 learners each year, including over 1,100 Indigenous students and 1,100 International students. The College has an operating budget of over \$123 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

POSITION SUMMARY

The Director, Camosun Innovates plays a key leadership role in the College's quest to be a leading applied research (AR) college in Canada. The Director provides leadership for the development and implementation of Camosun College's applied research and innovation agenda, and key to the college's commitment to teaching and learning, has primary responsibility to ensure applied research projects align with the teaching and learning requirements of the college's programs. The Director, Camosun Innovates is a pivotal role for the collaboration work that is necessary to integrate AR into all appropriate college programs.

Exempt Position Vacancy – A18-04 Director, Camosun InnovatesRev .docx

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

Camosun College

Human Resources

P 250.370.3004 F 250.370.3664

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The Director is a member of several cross-college committees and participates in or leads ad hoc Working Groups focused on short-term strategic projects. The Director works closely with many areas across the College as the key contact for staff requiring information or advice related to Camosun Innovates. The Director leverages College staff and resources where appropriate and must have the ability to act and represent the College in a professional, collegial, collaborative and entrepreneurial manner. The Director is a key contact for the external community.

Camosun College is committed to Indigenization and the CI Director strives to create an environment that engages with Indigenous pedagogy. This brings the opportunity for cross college and community relationship building, efforts to serve community, and the desire to bring applied learning opportunities to the students we serve.

Camosun Innovates is the largest applied research department among BC's Colleges. Its growth has been impressive, and we are taking on the challenge of focusing this growth on educational opportunities for students to experience Applied Learning opportunities.

A competitive salary, opportunities for professional development and an excellent benefit package are offered.

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

The full job description follows



Pay Band 9
Salary Range
\$82,673 to \$104,688 p/yr

EXEMPT JOB DESCRIPTION

Title: Director, Camosun Innovates

Date: January 25, 2018

Department: Camosun Innovates

Supervises: 2

Reports To: Vice-President, Education

A) ORGANIZATIONAL OVERVIEW

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Camosun Innovates provides college-wide leadership in the development and coordination of applied research, innovation services and education initiatives on the two campuses at Camosun College. Acting as an entrepreneurial unit, Camosun Innovates operates within an environment that identifies the college's commitment to Innovation Services in Education. The activities of the department include but are not limited to business development, social and technical innovation services to small and medium enterprises (SME) and community social services, student training and skills development, experiential learning, marketing fee for service contracts, involvement in funded development projects, industry and community partnerships, support for international development projects, hosting and designing events which support the College's experiential learning, innovation training and entrepreneurial activities.

B) JOB SUMMARY

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C) REPORTING RELATIONSHIPS

The overall department size is 14 staff. Two (2) positions report directly to the Director:

- Associate Director (exempt)
- Assistant to the Director (CUPE)

D) ESSENTIAL JOB FUNCTIONS

- Lead the development and execution of the College's strategic plan for applied research
- Liaise with the College Executive Team (CET), the Schools, and Cooperative Education (Applied Learning) to develop models for the integration of AR into college programs
- Provide applied research leadership to the College, embracing the range of disciplines represented across all schools of the College
- Lead the development and implementation of the strategic innovation (research) plan
- Develop the College's strategic applied research priorities and associated financial and operational plans in partnership with College senior leadership

- Promote applied research within Camosun College; developing and implementing effective applied research policies, processes and procedures within the College, including establishing and maintaining efficient research support services
- Identify, promote and contribute resources to develop the College's presence in Applied Research. This includes identifying and supporting opportunities for research internally, externally and internationally, both within existing funding streams, and where possible through multi-disciplinary collaboration and partnerships across and beyond the College
- Responsible for the Camosun Innovates budget
- Provides regular reporting to College Executive Team and funding agencies
- Responsible for providing the College's governing bodies with regular reports on progress, projects and attainment of goals
- Support the development of communication and reports to federal and provincial government research funders, advocacy groups and others on the College's progress in applied research
- Ensure Camosun Innovates and its staff comply with College policies on research quality and conduct (including research ethics policies and guidelines) and meet the requirements of all relevant regulatory bodies
- Engage in strategic analyses of, and outreach activities to, local industry to assess their applied R&D needs, employing an "external pull" model, together with knowledge of past and current applied research executed by Camosun
- Leads the development and execution of Camosun Innovates business development/marketing activities, including developing and implementing appropriate strategies, activities and processes to foster relationships with potential research project partners
- Plays a critical role in which applied research opportunities are pursued
- Provide leadership to the department staff; responsible for effective communication and full staff engagement including awareness and application of College policies and procedures
- Forge and maintain external relations essential to the College's business, promoting the College to external bodies and organizations and enhancing its reputation, profile and influence in the community, provincial and extra-provincially
- Formulate and implement research aspects of the learning and teaching at the College, which ensure full engagement of students and that quality assurance is carried out in line with College policies
- Work collaboratively and in coordination with the VP Education, identifies for the College and academic divisions applied research opportunities, which will contribute to financial investment in the College, excellence in student learning and enhancement of the College's reputation, in keeping with Camosun Strategic Plan 2016-2021
- Provide research support services by identifying and disseminating information regarding research opportunities and funding; encourages student and faculty involvement in research; promotes and ensures accountability, integrity and ethical

behaviours in applied research; promotes the success research initiatives; contributes to clear project reporting, tracking, management and dissemination processes

- Play a leadership role in the identification, development, and securing of a strong pipeline of partnerships with industry and/or community partners for applied research projects and initiatives to take place in collaboration with Camosun faculty and students
- Maintains currency in trends in applied research funding and administration, and shares this knowledge to support the College's goals.

E) OTHER FUNCTIONS AND RESPONSIBILITIES

- Other duties as assigned.

F) KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively with numerous stakeholders within and external to the College;
- Strong strategic development skills and ability to implement strategic plans;
- Effective and proven leadership skills;
- Strong entrepreneurial and business development abilities and skills
- Strong analytical, planning and decision making ability
- Strong negotiating skills;
- Demonstrated success in project development, proposal development and writing, and project management; excellent business writing
- Expertise in assessing needs of potential partners and capabilities of internal resources to effectively execute research projects
- Ability to create and sustain an College-wide communication plan of concerning AR actions;
- Fiscal management skills to effectively develop and manage a department budget;
- Human resources management skills to effectively lead department professionals and develop direct reports;
- Have an established network of professional and industry contacts;
- Ability to travel unaccompanied to international settings in under-developed parts of the world (valid passport);
- Anticipate emerging trends and create opportunities that shape Camosun College presence locally and within the community college sector in Canada;

G) QUALIFICATIONS

- Graduate degree in a field related to applied science, applied research or management or related discipline and/or relevant experience

- Minimum seven (7) years of progressive and relevant experience in business development, project management and/or applied R&D
- Successful track record in applying for and managing grants and forecasting budgets for applied research funding
- Applied R&D/commercialization experience, including applied research design and knowledge of IP policies, procedures, and practices
- Teaching and mentoring experience in a post-secondary environment an asset