

Job Summary

The Centre for Climate Justice Research Manager works with the co-directors to establish and support the research and policy projects of the Centre for Climate Justice, and to advance the role of the Centre within the University and in the broader community. The Centre functions include: to generate and coordinate original research projects, create effective collaboration within the university and with diverse community partners, and stage public events, debate and discussion. This position will provide leadership and management for the Centre, including planning and developing new grant applications and managing existing grants and budgets, managing multiple research projects, providing outreach to and collaboration with faculty, students and units across UBC and with the Centre's institutional partners, communicating with stakeholders, policy makers and the broader community, and supporting strategic planning and performance tracking and the long-term success of the Centre.

Organizational Status

The Position will work with Centre co-directors and coordinate with Centre's Executive Committee, Advisory Board, and multiple stakeholders from Indigenous communities, non-profit and government sectors. Position will be required to provide non-academic supervision to graduate and undergraduate students and community members in the completion of their roles. The position will report directly to co-directors.

Work Performed

Strategic Planning

- Work with co-directors to establish the Center and set short term and long term priorities and goals, including developing annual benchmarks.
- Identify and develop research strategies based on the interests of the program/projects and community partners.
- Develop and implement research priorities, goals and work plans; manage all aspects of the research program to ensure milestones are being achieved according to schedule and that the research objectives are met.
- Identify research synergies and create opportunities for new avenues of research.

Research and Project Management

- Work with faculty to establish and coordinate research foci, including reviewing and monitoring research group timelines and deliverables.
- Facilitate the research review process and develop collaborative agreements with researchers, grant agencies and departments.
- Work closely and communicate regularly with co-directors, Executive Committee and Advisory committee.
- Develop and oversee new initiatives that promote the work of the Centre within the University and the broader Community, and undertake additional projects/initiatives as needed, including planning meetings.
- Recruit, select, and supervise Student Assistants.
- Hire and onboard independent contractors/vendors.

- Manage onboarding of and support for Visiting Scholars and other external guests.
- Act as point of contact and liaison with faculty, graduate students, researchers, internal and external University Departments and funding agencies or organizations.

Relationship building:

- Establish and strengthen collaborative relationships amongst research partners and other stakeholder groups.
- Liaise with other staff and researchers, as well as community members, to ensure effective and healthy research relationships with communities.
- Liaise with potential funders.
- Facilitate the research review process and develop collaborative agreements with researchers, granting agencies and departments.
- Liaise with government agencies, non-governmental organizations and the private sector.
- Work with UBC's Development Office to develop target opportunities for funding.

Grant Writing and Management

- Planning, developing, writing and editing research proposals.
- Work with Director/s to manage deliverables and reporting for existing grants.
- Develop and implement research project plans, timelines, and strategies for research projects.
- Evaluate research progress against timelines and coordinate with Director(s) and Research Group Coordinators to make necessary adjustments.
- Manage research project budget, including forecasting, implementing, monitoring and ensuring compliance with funding sources.
- Act as liaison between the Centre and external funders.
- Work with faculty and the University's development offices to seek grants and outside funding.

Communication and Knowledge Mobilization

- Oversee the Centre's online presence and social media.
- Assist Director(s) and Executive Committee in sourcing future speakers and designing future programming and events.
- Direct planning and implementation of events, including a range of activities and responsibilities such as logistics, working with vendors, budget oversight, reviewing proposals and coordinating other personnel responsible for aspects of the events (i.e., communications, sponsorship).
- Lead all post-event activities such as event post-mortem, speaker follow-up, etc.
- Create knowledge mobilization and public outreach strategies, including those directed at a range of institutions including government, business and community. Liaise with community partners to ensure effective knowledge mobilization.

- Collaborate with researchers, students, research assistants and community partners to create public-facing materials, including (but not only) policy briefs.
- Draft substantive correspondence, speeches and briefing notes for public engagement.

Financial Reporting

- Manage expenses and revenue within the Centre's budget.
- Oversee Centre's expense reporting and compliance with university policies and funding sources.
- Prepare and write final annual reports for funders.
- Provides input and makes recommendations to Director(s) and Executive Committee when preparing annual budgets and program budget reviews.

Consequence of Error/Judgement

Makes professional decisions and recommendations on all aspects of research work. Errors in performance of the above-related duties could have a significant impact on the effectiveness, reputation, collaboration, and financial status of the research project. Inappropriate judgment could result in fundamental flaws in the research results, in funding shortfalls for research grants or contracts, and loss of future research partnerships.

Supervision Received

Position works with wide latitude under the direction of the two co-Investigators.

Supervision Given

- Supervise graduate and undergraduate students and community members to plan and develop non-academic research and training opportunities.
- Coordinate with research supervisors the appropriate tasks for graduate and undergraduate research assistants.
- Coordinate with non-academic research partners in the allocation of appropriate interns for MITACS funding opportunities.
- Supervise any temporary staff and consultants as needed.
- Will be responsible for supervision of projects and additional staff as the Centre grows

Minimum Qualifications

For research work, a post-graduate degree or equivalent professional designation with a minimum of four years of related experience, or an equivalent combination of education and experience. Otherwise, an undergraduate degree in a relevant discipline is required with a minimum of six years of related experience, or an equivalent combination of education and experience.

Preferred Qualifications

Post-graduate degree or equivalent professional designation, preferably with research specialization and experience working on climate related research and advocacy. Ability to work effectively independently and in a team environment. Proven ability to research, analyze, and

produce research reports and recommendations. Excellent verbal and written skills in English. Ability to effectively use Word, Excel, Project Management software. Ability to set priorities and manage concurrent projects.