

MANAGING DIRECTOR
STEWART BLUSSON QUANTUM MATTER INSTITUTE
UNIVERSITY OF BRITISH COLUMBIA

Within the next decade, the Stewart Blusson Quantum Matter Institute (SBQMI) will lead its international peers in the field of quantum materials and devices. Building from a \$200+ million investment including \$66.5-million funding from the Canada First Research Excellence Fund (CFREF), we are leveraging our research expertise and highly skilled operations teams to expand the scope of SBQMI's research and operations. To support this growth, we are seeking a creative and agile Managing Director to lead our operations teams and position SBQMI to achieve its full potential.

The Managing Director (MD) works closely with SBQMI's Scientific Director, Executive Director and SBQMI Executive Committee to help position SBQMI as a world leader in research and commercialization of quantum material science and technology. The ideal candidate is a strategic relationship-builder and coach. With primary responsibility for operational and administrative elements of the Institute, the MD ensures that SBQMI teams are supported and empowered to achieve both departmental and institutional objectives in a culture that is equitable and inclusive. It is not enough to lead the world in quantum materials and devices research and innovation; we must also be a model for how a world-leading research institute should function.

About SBQMI

The Stewart Blusson Quantum Matter Institute (SBQMI) is home to faculty members from multiple departments (Physics and Astronomy, Chemistry, and Electrical Engineering) at the University of British Columbia but is an autonomous entity within the University. SBQMI researchers foster the discovery, understanding, and control of quantum materials and related novel materials and devices, train the professionals who will translate this intellectual capital into economic benefits for Canada, and transfer the discoveries to industry to create next-generation quantum technologies.

ORGANIZATIONAL STATUS

Reporting to the SBQMI Scientific Director, the incumbent interacts and communicates with the UBC Research and Innovation Council (RIC), the SBQMI International Scientific Advisory Board (ISAB), the Vice President Research and Innovation (VPRI) office, the SBQMI leadership team and administration staff, SBQMI faculty members and external stakeholders.

RESPONSIBILITIES

- Participates, as a member of the Executive leadership team, in the development and implementation of the strategic plan for the Institute; understands, and advises the Scientific Director and leadership team on the implications of the overall Institute strategic plan on the operational and administrative needs of the organization and the impacts of decisions on time and cost of research; and puts project plans in

place to best ensure efficient use of time and resources.

- Works closely with the Executive Committee to set objectives, establish priorities and develop strategies to improve the efficiency and effectiveness of the Institute in achieving its vision and strategy.

- Holds key responsibility for defining and implementing the operational and administrative strategy, goals and targets based on the overall SBQMI strategic plan, reviews, and reports on, strategic direction, plans and progress.

- Is responsible for the continuous oversight and enhancement of the risk management strategy for the Institute, including ongoing identification of risks to the organization and to its ability to meet criteria for success; ensures that plans, policies and procedures are in place to mitigate identified risks, that the strategy is reviewed regularly, risks are monitored, and reports are provided as required.

- Oversees administrative and operational projects by coordinating, and collaborating, with key stakeholders, ensuring that the right resources are available, optimally allocated, and distributed in an efficient and timely manner to support the multiple activities of the Institute. Strives to ensure that project assignments leverage the strengths and, where possible, the interests, of the team. Works collaboratively with the project managers, operations team and researchers to ensure resources are available to support research activities and that they are optimally allocated.

- Leads the drive for equity, diversity and inclusion by working with faculty, researchers, students and staff to establish strategy and to design and implement programs, initiatives, policies and procedures related to recruiting, training and culture that will increase diversity in the Institute and embed EDI principles and values in the Institute.

- Works collaboratively with the Scientific Director and Executive Director in negotiating with external stakeholders such as granting agencies, commercial partners, government and academic institutions, to ensure interactions are in line with, and further, the strategic objectives of the Institute.

- Oversees the activities of the Human Resources Manager, to ensure the effective recruitment and management of the people working in all functional areas of SBQMI, and that the workforce is ready, willing, and able to support the Institute's long- and short-term objectives within an agreed upon budget.

- Communicates closely with, and ensures appropriate resources are directed to, managers of each of SBQMI's functional areas for building and retaining a strong operational team. Works with staff to set and clarify priorities, and reallocates workflows to support shifting priorities.

- Conducts regular performance reviews with direct reports and regularly provides constructive feedback. Additionally, along with the Scientific Director and Executive Director organizes and participates in the reviews of the scientific, business and technical staff. Oversees direct reports as they conduct the performance review process with their teams. Incorporates input and feedback from across the institute to optimize organization effectiveness.

- Coaches and mentors direct reports, taking time to connect personally with them, understand their strengths, development needs, and career aspirations, and supports them in their growth where possible.
- Ensures that appropriate programs, courses and training opportunities are available to SBQMI faculty, as well as technical, scientific, and administrative staff.
- Oversees the activities of the Manager, Programs and Careers to ensure that student learning initiatives and programs are aligned to SBQMI's strategic goals with regard to student recruitment and engagement, training and career development, as well as equity, diversity, and inclusion. Facilitates the development of undergraduate, graduate and postgraduate educational initiatives. Ensures development of programs and initiatives to maintain SBQMI alumni engagement.
- Advises the Senior Finance Manager on the financial needs and required resource allocation of the Institute; collaborates with the Senior Finance Manager (VPRI) to develop short and long range financial plans to meet the strategic goals of the Institute and attract continued funding by providing necessary background information, reports, and support to submission of proposals. Ensures that funds are properly allocated and that the decision process for allocation of funds is transparent and equitable. Makes recommendations to address concerns and special cases to Executive leadership and UBC finance.
- Develops approaches to ensure that all SBQMI operations are in compliance with UBC policies and procedures as well as the terms of external funding agreements. Ensures that clear policies and procedures are in place and followed with regard to use of facilities, governance matters, human resource management, and upholding of values and culture.
- Oversees Information Systems for the Institute, including developing an internal IT strategy and liaising with Faculty of Science and UBC Information Technology; identifies technology support needs of the Institute and develops and implements plans to address those needs.
- Oversees the development, planning, writing and dissemination of SBQMI's annual, and other, reports, including reviews and reports required by the various funding agencies.
- Oversees the procurement and successful execution of consulting services and contracts related to administration, operations, finance, and HR functions of SBQMI.
- Coordinates the development of new facilities including advising on planning, negotiating space for SBQMI, and development of renovation and expansion plans. Is responsible to ensure that the workplace meets UBC standards for safety and environmental compliance.
- Oversees planning regarding allocation of space and furniture, provision of IT equipment and resources, security, environment, and supplies. Coordinates office equipment, records management, security, and maintenance and services contracts; resolves space and resource allocation conflicts.
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QUALIFICATIONS

University degree in business or science. Postgraduate University degree in business, science or relevant field preferred. A minimum of 7 years of experience or the equivalent combination of education and experience. Minimum 7 years' experience as a senior manager in a research-oriented environment with leadership of a large team preferred. Expertise in leading strategy implementation and spearheading an annual planning / priority setting process; Has had accountability for performance of at least one department including developing annual objectives and overseeing budgets, policies and procedures, hiring, performance evaluation, and coaching; Expertise in managing large scale initiatives in a research environment; Has led successful negotiations with external stakeholders such as granting agencies, commercial partners, government and academic institutions; Ability to apply in-depth knowledge and experience, both technical and managerial, in identifying and resolving complex, multi-faceted problems; Ability to look beyond existing methodologies and own discipline to anticipate, define, and resolve unique, complex problems.

TO APPLY

Please apply at: www.staffcareers.ubc.ca/38277

We welcome all applications and will consider new applicants until the position is filled.

For more information about the Stewart Blusson Quantum Matter Institute, please visit: qmi.ubc.ca

Salary will be commensurate with qualifications and experience. UBC offers a competitive benefits package including extended medical, dental, life insurance, professional development funding and pension.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.