

DEPUTY DIRECTOR

Following two decades of rapid growth, Perimeter Institute is conducting a global search for a Deputy Director to lead the development, strategy, logistics, and execution for a broad range of scientific programs at the Institute. This is a unique opportunity to play a critical role in the continued growth of one of the world's leading centers in theoretical physics during the most exciting period in decades for fundamental physics. Key to the incumbent's success will be an ability to imagine and capitalize on opportunities to further Perimeter's research and continue building upon already successful programs.

Reporting to Perimeter Institute's Director, **Rob Myers** and working closely with the Faculty Chair and the Chief Operating Officer, this administrative appointment offers possible opportunities to maintain a research program as time permits. Initially appointed for a 3 to 5 year term, continued excellent performance may result in renewals for additional terms.

THE POSITION

The Deputy Director is actively engaged in the development, management, strategy and logistics, budgeting, contracting, policies, and assessment – including but not limited to the following:

- Conference, Seminar and Workshop programs
- Visitor programs including Distinguished Visiting Research Chairs, Visiting Fellows, Emmy Noether Fellows and Affiliates
- Library Services
- Research Centres and Initiatives within Perimeter
- Development of relationships with university partners on cross appointments, training partnerships, and ongoing support of all logistical details
- Research partnership agreements
- Postdoc mentorship program and liaison with postdoc representatives

The Deputy Director will also assist the Director with various administrative tasks requiring a strong knowledge and understanding of research such as:

- Assisting the Publications team with scientific aspects of award nominations and grant applications
- Coordinating research activity reports for inclusion in documents, publications, and reports
- Standing in for the Director to represent Perimeter, as and when required
- Liaising with Administrative teams on research issues

Working closely with the Director of Academic programs, the Deputy Director will ensure the development, management, strategy, planning, logistics, budgeting, execution and assessment of:

- Perimeter Scholars International Masters Program
- PhD Program

- Other educational programs that may be developed

Additional duties of the Deputy Director will require engagement at all levels of the institute and include, but not be limited to:

- Coordinating with the Faculty Chair who acts as a liaison on various matters between the Director and the Faculty
- Working with the COO who is charged with the overall management of the Institute
- Collaborating with the senior management team to ensure effectiveness and coordination among management staff

The Deputy Director will be comfortable working in a nimble, dynamic, and highly collaborative organizational structure, able to rely on previous academic leadership and honed management experience.

QUALIFICATIONS AND COMPETENCIES

- Strong understanding of research and academia, acquired through the completion of a PhD in Physics
- Proven success working in a dynamic, ambitious, fast-paced team setting
- Demonstrated achievements in strategic leadership
- Strong demonstrated commitment to Equity, Diversity, Inclusivity and Accessibility
- Demonstrated achievements in project management, budgeting and reporting
- Ability to effectively lead direct reports including coaching, development, and performance management
- Ability to Influence individuals and teams within and outside of the organization
- Proactive, independent, and highly organized
- Exceptional written and oral communication skills
- Excellent interpersonal skills
- Professional and pleasant manner
- Ability to work under pressure

MORE INFORMATION

[Apply Online](#)

Application Deadline: **March 15, 2021**. Applications will be accepted until the position is filled.

Interested candidates are invited to submit their CV, cover letter explaining qualifications and motivation along with an Equity, Diversity, and Inclusive (EDI) statement (describing your experience and plans for creating/advancing a culture of equity and inclusion within their discipline).

Perimeter Institute is committed to diversity within its community and especially welcomes applications from racialized persons, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

All inquiries and applications will be held in strict confidence.

