

Executive Director, Innovation & Applied Research**Position Summary**

Reporting to the President and Chief Executive Officer and an integral member of the Executive Leadership Team, the Executive Director provides strategic direction and leadership to Southeast College's Centre of Sustainable Innovation while overseeing all aspects of applied research services and entrepreneurship development.

The Executive Director will mentor cross-functional teams and build strong relationships with industries, business partners, stakeholders and lifelong learners by championing sustainability, innovation, excellence, industry-focus, accountability, collaboration, and teamwork.

The Executive Director works collaboratively across all aspects of the institution, as well as with current and future strategic partners. The position will be based out of the Southeast College Centre of Sustainable Innovation in Estevan, providing oversight of the portfolio for the entire organization. Frequent travel will be required to meet with stakeholders and maintain regular visits at each campus location.

LEVEL 6 OOS
LOCATION Estevan
SCOPE OF WORK

Division: Innovation and Applied Research,
Executive Leadership Team
Function: Out of Scope Management
Supervisor: President and CEO
Direct Reports: Applied Research Officer, future roles within Centre of Sustainable
Innovation
Budget Responsibility: Full

Key Accountabilities

The Executive Director will:

Leadership and Management

1. Establish priorities consistent with the mission, vision, values and strategic direction of the College and allocate financial, material, and human resources to achieve established objectives.
2. Participate with the Executive Leadership Team in the development of annual business plans and specific action plans for achieving the strategic direction of the institution.
3. Responsible for the recruiting, hiring, professional development, supervision, performance management/evaluation and discipline of staff within respective units.

Executive Director, Innovation & Applied Research

4. Provide leadership and direction to assigned staff and ensure that a working environment is maintained that is conducive to teamwork and effective, efficient workflow.
5. Maintains extensive consultation, coordination, contact and liaison with key external agencies and organizations and internal clients.
6. Works across the College to develop and communicate opportunities, performance metrics and success.

Applied Research and Services

7. Lead and oversee a multi-year applied research strategy providing innovative solutions to real-world challenges in the southeast Saskatchewan region.
8. Implement annual workplans in consultation with internal and external stakeholders to achieve the College's strategic goals.
9. Secure funding support for research activities for faculty, students, post-secondary partners, community, business, and industry partners.
10. Supervise administrative services for partnerships, grant applications, and research contracts.
11. Lead development of the business case and proposals for applied research driven contracts and initiatives.
12. Lead the commercialization of sustainable innovation of products and services.
13. Develop research policies in adherence to research ethics, intellectual property, commercialization and ensure these policies are observed.
14. Promote research capability of the college to external partners and funding agencies.

Project Management

15. Maintains records of all applied research proposals and activities, status of proposals, and funding for research.
16. Provides advice on research integrity, ethics, and conflict of interest policies.
17. Maintains awareness of educational technologies, trends, issues and concerns.

Executive Director, Innovation & Applied Research

18. Provides assistance, advice, and quality assurance for applied research proposals developed by programs.
19. Provides assistance and expertise in the development and finalization of agreements and contracts.

Entrepreneurship and Development

20. Lead and oversee a multi-year entrepreneurial initiative to support and grow businesses in the southeast region of Saskatchewan.
21. Develop and implement new ventures by providing integrated entrepreneurial services.
22. Supervise a network with wider supporting infrastructures and partners at the local, regional, and national levels to support entrepreneurship in southeast Saskatchewan.
23. Act as a liaison of stakeholders, providing diverse supports to access potential financial resources and grants.
24. Establish a series of workshops, seminars and conferences educating entrepreneurs and showcasing development opportunities.

Performance Measurement and Reporting

25. Manage and coordinate organization-wide efforts to ensure that performance management systems and reporting are developed and managed using a data-driven focus that sets priorities for improvements aligned to ongoing strategic imperatives.
26. Lead, build, direct, manage, and ensure implementation and effectiveness of the College's Performance Management and reporting.
27. Lead the implementation of a performance management and improvement process resulting in a positive and measurable impact on the College and southeast region of Saskatchewan. Coordinates across the College's performance and quality initiatives to ensure alignment and optimal use of resources.
28. Increase the College's capacity to evaluate and improve the effectiveness of practices, partnerships, programs, use of resources, and the impact of systems' improvements on the College.
29. Ensure needed data is collected on a timely basis, regular reports on progress are distributed, and make recommendations for future improvements based on the data.

It is noted that the duties and responsibilities outlined are representative, but **not all-inclusive**.

Executive Director, Innovation & Applied Research

REQUIRED SKILLS AND COMPETENCIES

Analytical Thinking Understands situations by breaking them down into smaller events then tracing implications and organizing elements in order to explain circumstances, identify solutions and resolve problems.

Business Acumen The ability to understand business functions within the organization and industry. Uses and balances information about business drivers and trends such as revenue, costs, client needs, and short and long-term needs to guide activities.

Communication Demonstrates an ability to communicate effectively in a wide variety of situations including: face-to-face, over the phone and in writing.

Inspires Innovation Models and enables creative thinking, curiosity, and calculated risk taking to create new solutions.

Project Management Oversee large-scale projects working with partners and stakeholders to identify resource needs, schedule tasks, and forecast project costs and timelines.

Planning and Goal Setting Regularly reviews own priorities and plans and those of direct reports, adjusting goals as those of the department and organization change.

Relationship Building Demonstrates an understanding, open, and positive attitude toward others, nurturing and valuing respect in the workplace, collaboration, and positive relationships with others in the work unit and across the organization.

Results Oriented Consistently demonstrates a focus on achieving results despite obstacles and challenges by being concerned with the quality of work and achieving or surpassing excellence standards.

Strategic Business Sense A demonstrated ability to (a) recognize internal and external patterns and trends in the organizational environment (b) understand the capabilities of the organization and then (c) use this knowledge to develop strategies that ensure organizational success.

Strategic Thinking Demonstrated ability in assessment, planning and execution functions, determining the most effective means of achieving a goal.

Executive Director, Innovation & Applied Research**REQUIRED QUALIFICATIONS AND EXPERIENCE**

- ✓ Minimum 5 years' experience in leadership of research and grant administration, management of departmental teams, community and stakeholder engagement, development of strategic initiatives, as well as development and finalization of agreements and contracts related to applied research.
- ✓ University degree in a relevant discipline. A combination of relevant experiences and skills related to the position may be considered.
- ✓ Knowledge and understanding of applied research and business development.
- ✓ Strong experience in business case development, grant applications and project administration.
- ✓ Working understanding of performance management, project management, and reporting systems/processes.
- ✓ Ability to develop and manage a professional working group to optimize talents and energies.
- ✓ Demonstrated expertise in financial planning, operational strategies, and strategic management.
- ✓ Ability to establish and maintain effective working relationships with College staff, external agencies, business and industry and individuals in the community.
- ✓ Demonstrated experience in leading and managing multiple diverse functional units at a senior management level where significant analysis and judgment were required.
- ✓ Demonstrated financial management and budgeting skills in a multi-million-dollar environment.
- ✓ Superior communication skills – as normally demonstrated through significant experience in writing comprehensive reports, proposals, and documents for senior internal consumption and for external viewership and presenting to various audiences.
- ✓ Demonstrated experience in the development and presentation of business cases and/or proposals.
- ✓ A high level of knowledge and experience in the fields of energy and agriculture, and solid understanding of the post-secondary environment is highly desirable.
- ✓ Ability to anticipate, shape and adapt to emerging opportunities.
- ✓ Must be prepared to schedule hours of work according to the demands of the position, outside of traditional work hours when necessary.
- ✓ Must possess a valid driver's license and be willing to travel.
- ✓ Satisfactory Criminal Record Check required.

DATE ISSUED:**05/01/2024****DATE REVIEWED/AMENDED:**