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| <b>Job Title:</b>      | Manager, Intact Centre on Climate Adaptation   |
| <b>Department:</b>     | Faculty of Environment                         |
| <b>Reports To:</b>     | Head, Intact Centre on Climate Adaptation      |
| <b>Jobs Reporting:</b> | Oversight of the casual employees and students |
| <b>Effective Date:</b> | July 2022                                      |

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## Overview

The Manager is responsible for management, communications, and operations of the Intact Centre on Climate Adaptation (Intact Centre), overseeing the day-to-day functions. The Manager also aids with supporting research project/s as required. The Manager leads key relationships with stakeholders at the University of Waterloo and externally.

The position is central for the smooth operation of the Intact Centre, ensuring that the Centre functions efficiently and meets stakeholder requirements.

Please apply for the position here: <https://social.icims.com/viewjob/pt165227987255636197>

## Responsibilities

### 1. Operations (Approximately 40% of the Manager's role)

- **Financial Operations:** Manages the day-to-day operations of the Intact Centre account and financial processes (e.g. processing invoices, casual pay, purchasing card statements) and coordinates with the Intact Centre team and University of Waterloo departments (Finance, Procurement, Office of Research) to ensure financial procedures and policies are being met
- **Funder Relationships:** Leads the development of funder reports to Intact Financial Corporation and supports the rest of the team with research contract development and other reporting requirements as appropriate, working with the Office of Research
- **Human Resources:** Manages co-op students and part-time students, supports hiring to increase internal human resource capacity (e.g. identifies skills gaps, writes job

descriptions, conducts interviews), leads training of new staff, and ensures human resource policies are being met

- **Administrative Support:** creates and updates existing policies for activities at the Intact Centre as appropriate, purchases supplies, maintains the first point of contact for all inquiries about the Intact Centre, and provides event logistics and meeting support on an occasional basis. Maintains internal relationships and communication with the Office of Research, Faculty of Environment and other UWaterloo services (e.g. Finance, Creative Services, Human Resources, etc.)

## **2. Management and Communications (Approximately 40% of the Manager's role)**

Leverage the Intact Centre's work to influence action and ensure a high profile with relevant stakeholders (e.g. the general public, governments, the life and health insurance industry, and industry associations). This profile will be achieved through the following:

- With guidance from the University, leads development of communications materials for the Intact Centre including, but not limited to: reports, marketing materials (brochures, info-graphics), the Intact Centre website, and social media
- Creates, edits, and proof-reads a wide range of communication activities to support the Intact Centre, including research briefs, press releases, and reports
- Participates in speaking engagements across Canada to profile research, and the Intact Centre more broadly, in consultation with Community Relations staff at the University of Waterloo, where appropriate
- With guidance from the University, disseminates research, and the Intact Centre's work more broadly, through key communication channels, including media publications, reports, interviews, and participation in conferences, workshops, and events

## **3. Research (Approximately 20% of the Manager's role)**

- Supports colleagues with relevant research projects for the Intact Centre (includes development, implementation, reporting and evaluation)

- With oversight from the Office of Research, contributes to generating research support and building relationships with key stakeholders, including federal, provincial and municipal governments, industry representatives, NGO's and academe
- With guidance from the University, coordinates publications and communication of any research findings
- Reports findings to the Intact Centre's Advisory Board and the Head of the Intact Centre, as required
- Recommends future research activity areas with budgets, fundraising, implementation, reporting and evaluation plans, in line with emerging issues and trends in Canada

## Qualifications

- Bachelor's required
- Minimum 2-4 years' experience in the following: climate change, sustainability, and business
- At least 2-4 years of practical work experience in the business/climate change field with direct experience in:
  - Managing operational functions (communication, finances, funder relationships, human resources)
  - Leading relationship management (government and/or business preferred)
  - Writing information in summary briefs, social media, and reports for a variety of audiences
  - Delivering presentations to a variety of audiences (e.g. general public, boardroom-type settings)
  - Project management: development, implementation, reporting and evaluation
  - Leading research projects (development, implementation, reporting and evaluation)
- Fluency in French is an asset
- Excellent written and verbal communication skills and high comfort level across a variety of mediums

- Self-directed with proven initiative and the ability to work independently and collaboratively as required in a busy multi-tasking and fast-paced work environment
- Quick learner who can incorporate feedback well
- Excellent ability to prioritize effectively and produce
- Effective facilitation and comfort with boardroom-type settings and in meetings with senior government and corporate leaders
- Strong knowledge of the impacts of flooding and the relevance for the insurance industry, government bodies, and the general public preferred
- Strong knowledge of sustainability and climate change in general, with climate adaptation in particular, and relevance for various stakeholders across Canada (including, but not limited to, government, business, and the general public)
- Advanced proficiency in Microsoft Office Suite (Word, PowerPoint, Excel)
- Intermediate knowledge of communication management and measurement tools (e.g. Google Analytics, Hootsuite, Twitter Analytics)
- Intermediate knowledge of WordPress
- Knowledge of graphic design tools such as Adobe Illustrator, InDesign, and Canva is an asset
- Moderate travel required within Canada

## **Vaccination Requirement Statement**

Effective May 1, 2022, the University suspended its Vaccination Requirement. Prior to May 1, pursuant to this Requirement, all University employees were required to submit proof of full vaccination against COVID-19 (subject to the University's obligations under the Human Rights Code to accommodate employees who were unable to receive a vaccination). The University's Vaccination Requirement website can be found here: <https://uwaterloo.ca/coronavirus/return/vaccination-requirement>.

The pandemic is ongoing and public health advice continues to evolve. Accordingly, the University reserves the absolute right to reinstate the Vaccination Requirement on short notice, and upon such reinstatement you will be required to comply. You shall also be required to comply with any new health and safety policies/requirements implemented by the University from time to time, including new policies/requirements related to mandatory employee vaccination. As the University may need to reinstate the Requirement on short notice, it will continue to collect and maintain up-to-date

information on employee vaccination status. Please submit your Covid-19 vaccine status (QR code) to:  
<https://checkin.uwaterloo.ca/>

Failure to comply with the Vaccination Requirement if it is reinstated, including failure to comply with any future amendments to the Vaccination Requirement, or failure to comply with new health and safety policies/requirements implemented by the University, including those related to new mandatory employee vaccination, shall result in discipline up to and including termination of employment.

The requirement to be vaccinated, if reinstated, will be subject to the duty to accommodate pursuant to the Human Rights Code. If you are unable to be vaccinated for reasons related to a ground protected under the Human Rights Code, you may submit a written request for accommodation with an explanation of the reasons and/or any supporting documentation. If you request accommodation, the University may follow up with you for further information if necessary.

## **Equity Statement**

The University of Waterloo is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview, or workplace accommodation requests, please contact Human Resources at [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca) or 519-888-4567, ext. 45935.

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