

JOB DESCRIPTION TEMPLATE

Career Ladder:	Leadership and Management
Business Title:	Associate Director
Department:	
Department Code:	
Level:	F-G

Job Summary:

The Associate Director provides strategic guidance and domain expertise to senior leaders for the development, implementation and support of integrated business solutions and long term plans.

Organizational Status:

Work Performed:

Specific Duties:

Core Duties:

- Leads and guides the development of function specific strategies and initiatives that are aligned with the department's and the University's strategic goals and long term plans.
- Provides technical expertise and oversees the expansion of innovative business solutions, programs and services.
- Creates and fosters strategic partnerships and influential relationships with senior leaders to within UBC IT and the IT broader community.
- Sources, negotiates, and allocates financial, physical, or human resources to implement and support major projects and programs.
- Develops and administers budgets for the implementation and support of integrated, cost-effective business solutions.
- Approves and monitors plans, performance targets and measures for reporting areas.
- Develops leadership strength in functional areas by coaching reporting leaders and staff in the development of critical competencies and by modeling valued leadership behaviours.
- Provides career planning advice to staff and creates development plans to help staff achieve their career goals including assigning work which leverages their skills and capabilities and provides them with opportunities for learning.
- Anticipates and analyzes trends in technology and assess the impact of emerging technologies on the business.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Consequence of Error/Judgement:

Supervision Received:

Supervision Given:

Education/Work Experience:

Skills:

Competency Proficiency:

Core Competencies:
<p><u>Collaboration (Expert – E):</u> Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse</p>

<p>situations; encourages others to respond similarly. Strongly influences team strategy and processes.</p>
<p>Communication for Results (Expert – E):</p> <p>Converses with, writes strategic documents for, and creates/delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations.</p>
<p>Problem Solving (Advanced – A):</p> <p>Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and/or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability</p>
<p>Role Based Competencies:</p>
<p>Leading Self (Expert – E):</p> <p>Draws upon self-awareness and self-control to identify and manage the emotions of others during adverse times. Demonstrates the capacity for self-reflection; looks back at setbacks and/or failures and identifies and applies key learnings for self and others. Solicits feedback from a professional and personal network of experts and strategic advisors. Adapts easily in a continually changing environment and positively influences others to adapt.</p>
<p>Leading Others (Expert – E):</p> <p>Sponsors and reviews long-term learning needs, career paths, and succession plans for organizational leaders. Mentors and develops critical talent for the future. Ensures that all team members have equitable access to development opportunities. Creates a diverse and inclusive environment which brings together different ideas, experiences, skills and knowledge. Demonstrates and promotes effective conflict resolution practices.</p>
<p>Leading the Organization (Expert – E):</p> <p>Understands the projected direction of technology in the marketplace and how changes will impact the University and its learning and research environments. Champions the use of strategic alliances that align with the organization's and the University's goals to extend organizational impact. Provides necessary support (e.g. systems, processes, resources) for implementation of the organization's strategic direction and adjusts as necessary to maintain high quality service. Promotes a climate of continuous transformation that will keep the organization and the University agile and "best in class".</p>