

LINCS Executive Director job description

LINCS Project summary

The Linked Infrastructure for Networked Cultural Scholarship (LINCS) is a 3-year, \$5-million dollar Cyberinfrastructure project funded by the Canada Foundation for Innovation. It involves 6 Canadian Universities and major partners such as Libraries and Archives Canada. It supports directly 50+ researchers but the infrastructure aims to serve Canada's 91,000 researchers in the humanities.

LINCS will convert large humanities datasets into an organized, interconnected, machine-processable set of resources for Canadian cultural research. LINCS will provide context for cultural material on the web, interlink it, and ground it in its sources, to produce a trusted resource for scholarly knowledge production. In the process it will extend or create the tools for doing so as a basis for further data conversion. It will host this massive dataset in a storage environment, and make it accessible through a range of software tools produced by the project.

Because it will be creating a major national research resource, LINCS needs to be concerned with the challenge of sustainability from the outset. The 3-year development period will be succeeded by a 5-year operations period, during which time a longer-term sustainability plan will be devised in conjunction with the reorganization of Canada's digital research infrastructure.

LINCS-specific Executive Director description

The LINCS Executive Director is closest to the Research Scientist position as laid out in the University of Guelph Grant and Trust standardized position descriptions. There is some overlap with the Project Manager description, but the role is more challenging in terms of the range and type of activities and their intellectual demands, is more autonomous and involves more responsibility, and requires more experience and ability than the standard project management position description indicates.

Executive Director. The Executive Director has responsibility for administering, managing and implementing LINCS, including overall project planning, budgeting, reporting, and directing communications, and ensuring that the infrastructure is built to address the needs of researchers. The duties and responsibilities in administering, managing and implementing the business affairs of LINCS as undertaken by the Executive Director shall include the following:

- Conceptualizes, recommends, and implements the infrastructure project plan, based on specialized knowledge and an understanding of both the research and the technical considerations, in consultation with the Technical Manager and Implementation Chair; may hold project-related grants;

- Applies specialized knowledge of humanities research to the implementation of the project, to supporting collaboration with researchers, and partnerships with external organizations;
- Conducts subprojects and undertakes initiatives as a senior member of the LINCS team;
- Seeks new research and partnership opportunities for LINCS, and leads or participates in the development of new projects;
- Participates and presents research findings at national and international conferences;
- Liaises regularly with the Scientific Committee, Implementation Committee and LINCS Technical Manager and reports to the Executive Committee;
- Coordinates long-term strategic development and planning with direction from the Executive Committee, which will take advice from the Board of Directors, in furtherance of the purpose and objectives of LINCS and with a view to achieving long-term sustainability for the LINCS infrastructure;
- Has overall accountability for the LINCS budget and fiduciary responsibility to the Board of Directors, including managing ancillary grants in addition to the main CFI grant; tracks spending in relation to the approved budget, provides forecasts, and undertakes financial reporting;
- Has overall responsibility for personnel management related to performance for funding and reporting purposes in connection with LINCS, in consultation with the Institutional Project Leaders, and is the direct report for a number of staff positions;
- Oversees user experience and testing and, with support in documentation and training development from the part-time Alberta project manager, helps manage the natural language, semi-structured, and relational data conversion processes;
- Develops and manages the LINCS community grant funding program;
- Coordinate team and board communications, inter-institutional relations, and reporting;
- Promotes LINCS, its collaborating institutions, and its infrastructure as a desirable research resource within Canada and internationally;
- Ensures that LINCS is positioned to take advantage of all funding opportunities and coordinate any available funding opportunities and applications.

Decision Making/Accountability: Has sound judgement in determining optimal approaches both technically and in team management and communication. Application of humanities frameworks and workflows to design and implementation of infrastructure; ability to adapt approaches creatively depending on context.

Contacts/Interpersonal Skills: Contacts and interactions extend beyond associates within their work area or research project; Acts as liaison with internal/external researchers and industry partners to foster collaboration, and present at conferences. Has ability to address different stakeholders in their own terms.

Supervision Received: Makes day-to-day decisions based on general guidelines provided; Consults with project lead and executive team and on unusual problems or decisions that are outside of general guidelines.

Supervision Exercised: Oversees the work of other research staff and/or students, with full managerial/supervisory responsibility. Include advising/supervising undergraduate and graduate students with frequent turnover. Skilled in providing training and support.

Working Environment: Work will be performed in an office and in meeting rooms, and will at times require travel and work outside the normal workday.

Minimum Qualifications:

Master's or doctoral degree in a humanities discipline. A minimum of 3 years significant experience in a central role within a research, infrastructure, or software development project. Or equivalent combination of education and experience.

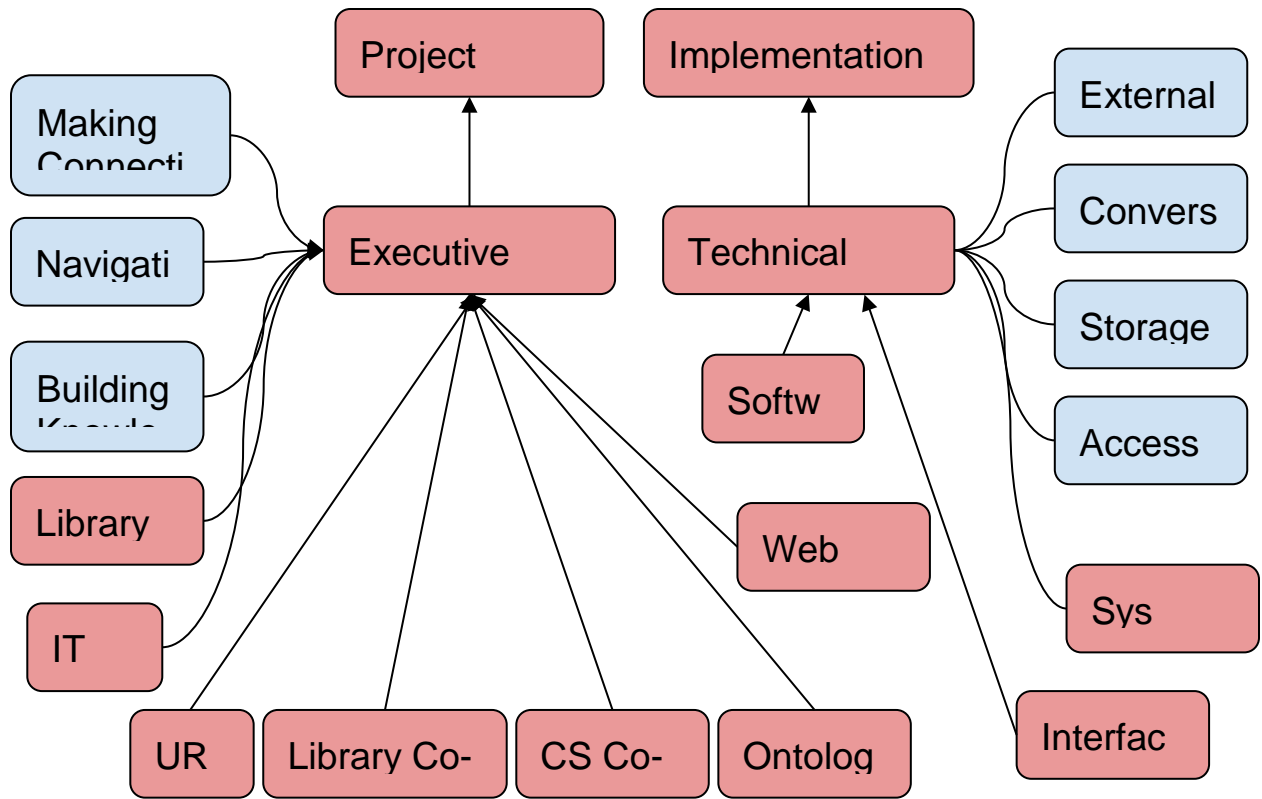
Rationale for P07 for LINCS Executive Director position

- Complexity and demands of position
 - High-profile international project whose success requires a very experienced and talented project manager who can interact with multiple advisory boards, major partners, manage research teams, do strategic planning, liaise with technical team, and supervise numerous staff with high levels of turnover.
 - Requires both domain and technical knowledge
 - Project is developing production-level software and technical workflows
 - Develop, track, and manage complex workplan involving both direct and indirect reports, and coordination with researcher teams
 - Large number of staff to supervise
 - Coordination of three large research teams
- Competitive salary:
 - Senior project manager salaries in the Toronto area average about \$90K, and around \$150K for an experienced project manager. See sites such as <http://neuvoo.ca/salary/?job=Project+Manager>. We want the salary to be in a competitive range in order to attract the highly skilled candidate we need to ensure the success of this project.
 - We need to be able to advertise in a higher range, particularly given that it is a limited-term contract.
- Qualifications
 - PhD or MA in humanities discipline highly desirable: experience of research in the humanities beyond the undergraduate level combined with demonstrable professional skills in project management. This is a rare combination.
 - PMP certification highly desirable
 - Substantial experience of managing a similarly large and complex project, which goes well beyond the average research lab or team

Org charts

University of Guelph LINCS staff reporting lines.

There are multiple URAs, Library Co-ops, and CS Co-ops who will be turning over regularly. Managing non-direct reports on this type of project is both critical and extremely challenging.



Straight line: direct report | Curved line: indirect report (in-kind) | Red: Guelph | Blue: external partners

General LINCS org chart:

