



University
of Victoria

Job title	Operational and Business Strategist
Position type	1.0 FTE; 35 hours per week
Annual Salary Range	\$50,000 - \$70,000
Start date	As soon as possible
Reports to	Executive Director, CanAssist
Closing date	April 19, 2016

What is CanAssist?

CanAssist is an organization at the University of Victoria that is dedicated to developing and delivering innovative technologies, programs and services that improve the quality of life of those with disabilities. For more information on CanAssist, please visit www.canassist.ca

Position Description

The Operational and Business Strategist role at CanAssist, at the University of Victoria, is responsible for examining and fine-tuning business processes and procedures, in addition to potentially leading one or more major projects related to the identification and creation of technologies pertinent to the support of individuals living with disabilities, including the elderly segment of the BC population.

As well, the Operations and Business Strategist will work with the Executive Director and other members of the senior management team in seeking out opportunities and strategies to achieve the objectives of the organization both immediate and longer term.

This new position presents an opportunity for a person with passion for the work that CanAssist does to lead the business challenge associated with developing technologies and determining business processes associated with these developments in order to take these broad-impact technologies successfully to market so that they can be produced, marketed and purchased at reasonable cost by individuals and their families. This business challenge must be addressed in the context of CanAssist's mandate, including its academic engagement priority within the university environment, its organizational structure and resourcing needs and its fundamental requirements for sustainability.

This role will be ideally suited to an individual who is no stranger to innovative thinking from a technology development, organizational, and business structure and development perspective.

Responsibilities include:

- Responsible for the analysis and optimization of a variety of business processes, both those existing and those that may be implemented to optimize the impact and efficiency of the organization.
- Seeking out innovative strategies to integrate development procedures to maximize the number of prototypical devices that are potentially commercializable.
- Project management with full responsibility for planning, execution and outcomes for one or more major undertakings, potentially with external partners and stakeholders.
- Responsible for cost-benefit analysis associated with a number of planned major initiatives.
- Accountable to conceptualize and assess the benefits associated with innovative alternate offerings that may form the key foundational underpinnings assuring the future and relevance of the organization.
- Lead activities related to Best Practices on an ongoing basis – Improve processes and policies in support of organizational goals. Formulate and implement policies and procedures to maximize value-add to CanAssist, its funders and clients.
- Planning – Proactively anticipate needs and requirements of the organization for Executive Director consideration and approval, and, once approved, lead the implementation of strategies and initiatives as needed.
- Other duties as assigned.

Qualifications and Experience

- At least 5 years of relevant experience.
- The ability to deal effectively with a wide variety of personnel both internal and external to CanAssist at a variety of levels.
- The ability to understand process flow and propose process optimization strategies is of benefit.
- A broad experience base associated with business management, technology and product development will be of value.
- Proven skills in project management and execution are mandatory.
- A strong ability to deal with, and consult on, complex challenges while charting direction from a higher strategic level.
- Demonstrated leadership ability and a strong ability to manage by influence.
- Demonstration of strategic thinking is critical to this role.
- Ability to conduct financial benefit analysis and succinctly present financial study outcomes is required.
- Demonstrated ability to achieve outcomes.
- Excellent communication skills both verbal and written and superior interpersonal skills and a collaborative management style are mandatory.
- Open to direction and collaborative work style as well as a commitment to get the job done.
- Ability to work as an effective team member and team lead in a small organization where staff assume many different responsibilities and there is a need to collaborate on a variety of levels.

- Ability to respectfully and openly challenge and debate issues of importance to the organization.
- High comfort level with delegating responsibilities effectively and holding delegated staff accountable.
- Can synthesize complex issues into succinct and simple analyses to allow rapid decision making and action.

Please submit a cover letter and résumé to Vicky Irvine, Executive Coordinator, by **Tuesday, April 19, 2016 at 4:00 p.m.** Applications may be submitted in person (CanAssist, CARSA, University of Victoria), by fax (250-721-7299) or via email attachments (vcirvine@uvic.ca).