

## Job Description

### Job Information

Position Number: 297389, 297388, 297387, 297386  
Job Title: DCOI Pilot Project Lead  
Grade: NU04  
Manager's Title: Project Manager  
Department: READ Initiative  
Month & Year: July 2022

### Job Summary

Responsible for guiding and facilitating an assigned pilot site (at an Ontario post-secondary institution) in translating the DCOI vision and implementing its strategies and activities by effectively collaborating with the stakeholders in order to ensure alignment with the DCOI 2.0 implementation strategies. In addition, responsible for collecting data and all formalized reporting activities from the pilot site, summarizing the process and findings for the pilot site and sharing them with the team. There will be a team of four individuals working in this capacity on the pilot project.

### Key Accountabilities

#### **Change Management**

- Leads and facilitates development of Pilot Implementation Plan with DCOI 2.0 Project Collaborators, in consultation with the Project Team
- Leads and oversees the agreed upon change management process at DCOI 2.0 Project Collaborators, navigates the implementation of the DCOI strategies, and supports their success
- Supports the institutions' ability to action all the components of the agreed upon Pilot Implementation Plan by actively engaging with Project Collaborator stakeholders to advise and support them through the implementation
- Anticipates and mitigates risks related to the implementation at their respective Project Collaborator and ensures alignment by conferring with the project team
- Identifies gaps, address strategic questions, facilitates discussions on contingency plans, and pulls in additional specialist knowledge/expertise as needed

#### **Collaboration & Communication**

- Participates in the negotiation of institution sub-agreements between READ Initiative and the Project Collaborators
- Acts as the primary contact between the Project Collaborator and the project team in executing the agreed upon Pilot Implementation Plan and ensures alignment with the overarching DCOI 2.0 outcomes
- Communicates effectively to ensure smooth flow of information and builds strong internal and external collaboration across stakeholders
- Synthesizes and presents complex materials, exchanges information and prepares draft reports, explanatory notes and correspondence for the project team (and stakeholders as needed)
- Listens to and seeks input from stakeholders and decision-makers
- Facilitates meetings, documents processes, follows-through action items, decisions and outcomes

#### **Data Collection and Progress Reporting**

DCOI Pilot Project Lead

Page 1 of 3

- In collaboration with the Measurement & Evaluation Specialist, works with the assigned Project Collaborator contacts to facilitate conversations regarding how to measure, coordinate data collection, document processes, report on progress, and learnings for improvements
- Coordinates data collection from the Project Collaborator to share with the Measurement and Evaluation Specialist in line with the agreed upon timeline and methodology
- Facilitates cross-learning among the DCOI Project Collaborators as well as learning sessions with the DCOI Advisory Council members

## **Job Requirements**

### **Core Knowledge, Education and Experience**

- Knowledge of post-secondary office environments as well as broader academic units, departments, and division, specifically in relation to career/employment services and/or disability services will be an asset
- Knowledge of cultural competency and diversity in a business context
- Knowledge in English with both excellent oral and written communication skills. French language would be an asset
- Experience working independently with little direct supervision to deliver project from beginning to end
- Demonstrate understanding to identify needs that require authorized decisions
- Demonstrate professionalism, interpersonal competencies and teamwork
- Conflict resolution skills
- Knowledge and experience in adult learning practices, preferably in post-secondary settings
- Understanding of accessibility and services to support persons with disabilities will be an asset
- Knowledge and experience in data collection, document process and report on progress
- Strong understanding of change management principles, techniques and tools
- Ability to lead, facilitate, and collaborate with people with various roles and skillsets
- Team player and ability to collaborate with internal and external stakeholders
- Strong communication, presentation, conflict resolution, and negotiation skills
- Strategic thinking, analytical mindset, active listening, and problem-solving skills
- Good management and administration skills
- Outcomes-focused with good time management skills
- Ability to analyze, make good judgement and recommend solutions to help making informed decisions

### **Education**

Undergraduate degree or other equivalent professional training and certification will be considered.

### **Experience**

- Minimum of two years of experience in the related field, preferably at leadership level

### **Communication and Stakeholder Management**

- Consults with relevant stakeholders, understands content and context, provides advice and guidance
- Builds and maintains relationship across and between departments at the pilot site, and external stakeholders
- Manages stakeholder expectations, instils trust, persuades, influences and resolves conflict

- Explains, clarifies, and exchanges technical, process, and procedural information
- Advises and guides the project team members in the pilot sites in alignment to project objectives

### **Problem Solving and Decision Making**

- Works with autonomy in self-directed role
- Uses creativity, resourcefulness, and initiative to build internal capacity
- Provides reactive response to operational activities and situations (deadlines)
- Develops solutions for demanding timelines and conflicting schedules aligning with priorities and balancing demands
- Determines priorities and actions based on previous experience, understanding the nature of the work, and through reliance on policies, procedures, and processes

### **Impact**

- Impacts the efficiency and effectiveness of implementation of pilot projects
- Contributes to reputation and/or public images as a consequence of direct interaction with other post-secondary institutions in Ontario
- Contributes to health, safety, and well-being of others

### **Leadership and Development of Others**

- Responsibility focuses on being an effective team member

### **Physical, Visual, Auditory, and Concentration Demands**

- Uses keyboards, mouse, computers/tablet, and other technology devices
- Concentration and visual effort during test/data input, cross checks of information, and confirming accuracy
- Responds to interruptions to workflow that impact concentration demands

### **Working Environment**

- Works in office environment
- Occasional travel to the assigned pilot site may be needed.

**Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_