

## POSITION DESCRIPTION

Employee Name \_\_\_\_\_ Date July 11, 2019

Position Title Deputy Director of Science Lab/Prog and Group NCAR Directorate

Reports To: NCAR Director

**Basic Function of Job:**

The NCAR Deputy Director of Science and Strategic Planning provides strategic executive level management for NCAR's cross-center projects and initiatives. This position works with the NCAR Director to deliver on NCAR goals and objectives through the leadership of scientific projects spanning NCAR Laboratories. The Deputy Director of Science fosters interaction and collaboration between NCAR, UCAR, and UCP staff programs. Responsible for the NCAR-wide advocacy in a number of forums including government agencies, UCAR member and non-member institutions and the scientific community.

<b>Duties:</b> Describe the primary work to be performed. List duties starting with those duties taking the greatest percent of time.	% of Time								
<p>Directs the development and implementation of NCAR-wide scientific projects, which are deemed critical to achieving NCAR future imperatives. Key responsibilities include; overseeing development of the NCAR strategic and overall long-term strategic planning; developing, directing and coordinating research, innovation and evidence of best practice; developing and implementing new initiatives; overseeing program planning and evaluation and facilitating interactions among academic institutions, non-profit and for-profit organizations and broader research communities. Stands in for the NCAR Director in the Director and Deputy Director for Administration's absence. Regularly reports to NCAR Executive Committee on progress, and leads the development of strategic input into the NCAR Program Operating Plan (POP) and the NCAR POP Progress Report (POPPR) on these projects.</p> <p>Maintains strategic relationships and effective communications with, and is a spokesperson on behalf of NCAR to NCAR's funding agencies, university communities, UCAR leadership and committees, and is NCAR's primary liaison to the National Science Foundation. Advocates for advancing science and developing funding necessary for NCAR's priorities. Cultivates partnerships and programs with the community to ensure a broad understanding of national and international science policies, opportunities and initiatives. Supports the NCAR Director in forming strategic links and partnerships with external entities to advance the strategic goals of the National Center.</p> <p>Oversees the Executive Committee Hiring Initiative, the NCAR innovation fund; MOU development, processing, and approvals; and the Appointments Review Group (ARG) process. Guides development of lab strategic documents; defines role of Lab Assistant Director's (ADs) in cross-lab projects/activities; serves as an Advisor to the Advanced Study Program (ASP) and Education and Outreach (E&amp;O) groups; oversees external panel development; scientific reporting; NCAR Annual Report (NAR), Performance Assessment Report (PAR), Funding Opportunity Creation and Review Committee (FORCE), and the NCAR Library, and other Directorate priorities as deemed by the NCAR Director.</p> <p>Collaborates with the NCAR Deputy Director of Administration and Strategic Implementation on ongoing projects, including new initiatives, the POP, POPR and ABR implementation.</p> <p>The above statements describe the primary work being performed. Additional tasks may be assigned from time to time.</p> <p><b>Supervisory responsibilities:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Direct: 2</td> <td style="padding-left: 20px;">exempt</td> <td style="padding-left: 20px;">1</td> <td style="padding-left: 20px;">nonexempt</td> </tr> <tr> <td style="padding-left: 20px;">Indirect: 0</td> <td style="padding-left: 20px;">exempt</td> <td style="padding-left: 20px;">0</td> <td style="padding-left: 20px;">nonexempt</td> </tr> </table>	Direct: 2	exempt	1	nonexempt	Indirect: 0	exempt	0	nonexempt	
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**DECISION MAKING&PROBLEM SOLVING - i.e., types of problems that are solved independently**

Decisions have a maximum effect on the success or failure of NCAR and its long-term objectives. Required to provide effective communications and decisions on scientific initiatives, projects, and strategic efforts. Determines policy, procedures and implementation of NCAR scientific projects.

**KNOWLEDGE/SKILLS/ABILITIES**

Advanced leadership skills to effectively manage and direct a large and complex research organization.

Experience in leading a multidisciplinary team in the development of science.

Ability to set comprehensive goals for performance and growth.

Ability to establish policies that promote NCAR culture and vision.

Excellent change management skills.

Well established research track record; internationally recognized scientific achievements.

National and international connections with scientific communities.

Demonstrated ability to provide scientific leadership and guidance to a diverse research-based staff.

Understanding of diversity, equity, and inclusion in the STEM workforce and a demonstrated track record of championing inclusive and welcoming workplace environments.

Excellent communication skills for internal and external audiences. Skilled at motivating and developing staff.

In-depth knowledge and understanding of NCAR and UCAR operations and mission.

Current knowledge of the political, statutory, economic, legal and scientific environments within which the National Center operates.

Proven ability to work as a member of a top management team.

**RESOURCES MANAGED** (Those resources for which you are accountable either directly, or through subordinate staff)

Resources are either directly or through subordinate staff: Budget: NSF: \$99.6M + Other: \$40-\$50M

Direct Reports (#s): \_\_ Supervisors, 2\_\_ Exempt, \_1\_\_ Non-exempt \_\_ Visitors = \_\_ Total

Indirect Reports (#s): \_\_\_\_ Supervisors, \_\_\_\_ Exempt, \_\_\_\_ Non-exempt, \_\_\_\_ Visitors = \_\_ Total

**LIAISON ROLE** (Influence required within the internal and external community in order to perform the job)

Represents NCAR to both internal and external groups and stakeholders on matters of critical interest and significance to the organization.

External: NSF, NCAR Advisory Panel, all NCAR lab advisory panels and committees, NCAR membership, university community, AMS and AGU committees, NOAA, NASA and other agencies, and private sector partners.

Internal: Serves as a UCAR executive officer and a member of the UCAR President’s Council. Serves on UCAR and NCAR management committees. Serves as an executive decision maker with the NCAR Executive Committee.

Establishes and maintains effective relationships with all NCAR personnel, labs and divisions in the performance of duties associated with the position, and UCP leadership and centers.

**PHYSICAL REQUIREMENTS**

Activity	Frequency/Weight	Activity	hours per day
Lifting		Walking	
Repetitive lifting		Standing	
Pushing/pulling		Sitting	6
Reaching overhead		Crawling	
Repetitive Motion		Kneeling	
Infrequent Lifting		Squatting	
Carrying		Climbing	
Pinching/Gripping		Keyboarding	7
Reaching away from body			

**EDUCATION & EXPERIENCE**

Ph.D. in a scientific field relevant to NCAR’s mission and at least ten years of experience in the management of scientific programs.

OTHER REQUIREMENTS:

SUPERVISOR SIGNATURE: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

DIVISION/PROGRAM  
 DIRECTOR SIGNATURE: \_\_\_\_\_ EXTENSION: \_\_\_\_\_