Job Title: Project Manager, Wellbeing and the Built Environment (1 Year Term, 40% FTE)

Date Posted: 05/10/2022
Req ID: 24163
Faculty/Division: Faculty of Applied Science & Engineering
Department: Department of Civil and Mineral Engineering
Campus: St. George (Downtown Toronto)
Position Number: 00051775

About us:

This position will primarily support the project management requirements of a new three-year project on Wellbeing and the Built Environment on U of T campuses. The project is being led by a Principal Investigator from the Department of Civil & Mineral Engineering at the U of T St. George campus and Co-Investigators from the School of the Environment, the Daniels Faculty of Architecture, Landscape and Design and the Dalla Lana School of Public Health.

U of T is undertaking deep energy retrofits in buildings across campus to meet its aggressive greenhouse gas emission reduction targets. Through this process, the University has an opportunity to leverage their significant financial investment in retrofits to concurrently improve wellbeing and inhabitant satisfaction on campus. Thus, this project involves the development and piloting of a new holistic campus building performance assessment framework and accompanying metrics which integrate economic, environmental and social objectives. The study participants will comprise students, staff and faculty. Anticipated outcomes of this project include: an understanding of how retrofits and other campus building features impact inhabitant wellbeing and guidance on how to enhance this in future retrofits and new construction; hands-on experiential learning opportunities for students to collect and analyze indoor environmental quality (IEQ) and wellbeing data; enhancement of an existing Digital Twin project through integration of these new datasets; and use of these data by living lab courses and student services. Our UofT partners, Facilities & Services (F&S), the Dean’s Advisor on Black Inclusivity, the Vice-Dean Undergraduate (VDU) Office, and our Industry Partner, the International Wellbeing Institute (IWBI) are integral in the development, analysis, and refinement phases of the project to ensure ongoing use of the tools, framework, and resulting data beyond the completion of the project.

A secondary part of this position will be assisting with project management tasks related to aspects of the on-going Wellbeing and the Built Environment project in multi-family buildings, which is the precursor to the campus project described above.

Your opportunity:

The Project Manager will assist the Principal Investigator and Co-Investigators in managing the day-to-day project activities, including the schedule and budget, and assist with data management on the project.

Your responsibilities will include:

- Liaising between various university and industry partners and other stakeholders
- Tracking and monitoring progress on research activities and the project budget
- Scheduling day-to-day project activities including the coordination of meeting schedules, agendas, materials, action and follow-up items
- Creating and ensuring compliance with a Data management plan for the project which may include handling of sensitive/confidential information
- Assisting with preparation of Research Ethics Applications
- Maintaining, organizing and editing project documentation
- Assisting with data processing and analysis
- Assisting with project reporting and dissemination of findings by drafting summaries of research results and formatting data collected for presentations, reports, websites etc

Essential Qualifications:
• Bachelor's Degree or acceptable combination of equivalent experience.
• Minimum two years relevant research project management experience in a university environment including responsibilities for managing project budget, timelines and deliverables
• Demonstrated experience coordinating Research Ethics Board submissions, and understanding factors related to data collection and confidentiality
• Demonstrated experience with qualitative and quantitative data management and analysis
• Experience providing administrative support to working groups and committees, including coordinating meetings, drafting meeting materials and minute taking
• Advanced proficiency with MS Office Suite and SharePoint
• Excellent organizational, time management, administrative, and problem-solving skills
• Excellent communications skills (written and verbal), with ability to work independently but also effectively as part of a multi-professional project team
• Ability to exercise initiative, tact, discretion, and to work under pressure to meet deadlines and manage multiple processes

**Assets (Nonessential):**

• Project Management Certification (PMP)

**To be successful in this role you will be:**

• Multi-tasker
• Organized
• Problem solver
• Resourceful
• Tactful
• Team player

A copy of the job description is available upon request, please email hr.engineering@utoronto.ca.

**Closing Date:** 05/19/2022, 11:59PM ET
**Employee Group:** USW
**Appointment Type:** Grant - Term
**Schedule:** Part-Time

**Pay Scale Group & Hiring Zone:**
USW Pay Band 13, pro-rated to 40% FTE -- $30,211 with an annual step progression to a maximum of $38,636. Pay scale and job class assignment is subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

**Job Category:** Administrative / Managerial
**Recruiter:** Tamsyn Boshoff

**Lived Experience Statement**
Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, person with disabilities, and other equity deserving groups are encourage to apply, and their lived experience shall be taken into consideration as applicable to the posted position.