Project Manager

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Grant & Trust Professional

Project Manager

The Linked Infrastructure for Networked Cultural Scholarship (LINCS) Project, College of Arts

Temporary full-time from January 2, 2020 to December 31, 2022

Hiring #: 2019-0563

Please read the Application Instructions [1] before applying

The LINCS project is seeking a dynamic Project Manager keen to make a difference in how cultural knowledge circulates online through design, development, and project management.

This position offers an exciting opportunity to make a substantial contribution to a critical infrastructure project aiming for high impact within and beyond the academy. Reporting to the project leader, Dr. Susan Brown, as a member of the Executive Committee, the Project Manager will provide strategic planning and project management to this high-profile, multi-institutional infrastructure project in digital humanities, working closely with the Executive Team, the Technical Manager, and the Research Board to ensure project success with a geographically distributed team. Candidates should be experienced in managing large research or infrastructure development projects, have a passion for mobilizing humanities research data, and a gift for communicating effectively with team members and diverse stakeholders. This is a full-time research scientist position for the duration of the 3-year grant, with the possibility of extension during the operations period if funds permit.

The LINCS Project:
The Linked Infrastructure for Networked Cultural Scholarship (LINCS) will be established through a three-year Cyberinfrastructure project with major funding from the Canada Foundation for Innovation, four provinces, six Canadian universities and external partners including Libraries and Archives Canada and the Canadian Research Knowledge Network. It will initially push datasets for 50+ researchers into the Web as Linked Open Data, foregrounding difference, diversity, and the situated perspectives of the humanities from a wide range of domains.

LINCS will convert humanities datasets into an organized, interconnected, machine-processable set of resources for Canadian cultural research. It 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. LINCS will host this massive dataset and make it accessible through a range of interfaces. For more information, see https://lincsproject.ca/ [2].

Responsibilities:
The LINCS Project Manager has responsibilities for administering and managing LINCS, including overall project planning, budgeting, reporting, directing communications, and ensuring that the infrastructure is built to address the needs of researchers.

The Project Manager will: Conceptualize, recommend, and implement the LINCS project plan across all partner institutions (McGill University, University of Alberta, University of Ottawa, University of Toronto, and University of Victoria, with development partners in the US and UK), coordinating with the Technical Manager and other members of the Executive Committee;

• Report to the Project Leader as a member of the Executive Committee; liaise regularly with the Research
Board, Implementation Committee, and Advisory Boards;
- Have overall accountability for the LINCS budget and fiduciary responsibility to the Board of Directors;
- Have overall responsibility for personnel management, including recruitment and direct supervision of a number of employees and co-op students;
- Conduct subprojects and undertake initiatives as a senior member of the LINCS team, in which context they may hold project-related grants;
- Oversee interface and user experience design and development, and conduct user testing;
- Develop project user documentation, training materials, and training programs;
- Help manage natural language, semi-structured, and relational data conversion processes;
- Develop and manage the LINCS community grant funding program;
- Support collaboration with researchers and partnerships with external organizations;
- Coordinate team, board, and public communications, inter-institutional relations, and reporting;
- Disseminate information about LINCS within Canada and internationally, including through oversight of the project website;
- Coordinate long-term strategic development and planning, and seek new research and partnership opportunities for LINCS, with a view to achieving long-term sustainability.

Requirements:

- Doctoral or Masters degree in a relevant field or equivalent combination of education and experience;
- PMP or PRINCE2 certification, or other formal training in project management;
- Background in the humanities, the cultural sector, or library and information science;
- A minimum of 5 years’ experience in a central role within one or more research, infrastructure, or software development projects involving multiple stakeholders and external partners;
- Excellent oral and written communication abilities;
- Experience of humanities research software development;
- Management of agile software development with a distributed team;
- Personnel management experience;
- Understanding of advanced research in the humanities and its relationship to digital infrastructure;
- Grasp of the critical and ethical dimensions of data, tools, and interfaces.

Highly desirable:

- Record of involvement in the digital humanities community;
- Project management experience within an academic environment;
- Experience in the application of humanities frameworks and workflows to the design and implementation of production-quality research infrastructure;
- Hands-on experience of interface design, development, and testing;
- Technical knowledge of and experience working with semantic technologies (e.g. XML, Linked Open Data; SPARQL);
- Experience with preparing requests for proposals (RFPs) and managing external contracts;
- Familiarity with code versioning, issue tracking, and devops (development and operations) processes;
- Experience in strategic planning;
- Bi- or multilingualism, especially in French.

Classification               Grant/ Trust fund position, Band P07
GTP Professional/Managerial Salary Bands [3]

Posting Date: 2019 11 08
Closing Date: 2019 11 22

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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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