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|  <p>Wind Energy Institute of Canada</p> <p>Institut de l'énergie éolienne du Canada</p> | <h2>Position Description</h2> <p>Director of Technology</p> |
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| Position Title: | Director of Technology |
| Reporting To: | Chief Executive Officer |
| Date of Preparation/Revision: | May 2021 |

Position Summary

Reporting to the CEO, the Director of Technology is responsible for the development, implementation, operation, monitoring and evaluation of the Wind Energy Institute of Canada's (Institute) Research & Development Wind Park and its associated programs. The Director of Technology plans and implements projects while working with the CEO to manage day-to-day operations. This position supervises a small team that generally includes engineers, technicians, and other technical staff, as well as staff that have been assigned on a temporary basis from other research institutes.

This position is technically competent, a Professional Engineer, and a leader of people internal to the organization and external stakeholders. In supporting the Institute's mandate, the Director of Technology contributes to the development and future growth of the Institute, the development of industry standards, development, and maintenance of relationships with partners around the world, etc.

Principle Responsibilities and Accountabilities

The Director of Technology is responsible for four main areas of work – wind park management, research and development, supervision of staff, and communicating research to industry.

Wind Research and Development Park Management

- Responsible for the management of the 10MW Wind R&D Park and Storage System and the operation and maintenance of all generation and testing facilities (turbines, etc.). Responsible for the development and management of an annual budget for the wind park, storage system, and related expenses.

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- Responsible for overseeing the Institute's occupational health and safety program, including development and compliance with safety procedures, and ensuring appropriate insurance coverage is maintained.
 - Responsible for the Institute's turbine testing and certification activities.
 - Interact with Maritime Electric Company Ltd. as required in the Institute's Interconnection Agreement.

Research and Development

- Collaborate with management team in identifying research initiatives that fit the Institute's mandate.
- Support and monitor progress of all projects that have direct impact on the management of the wind R&D park, ensuring that detailed plans are maintained.
- Provide feedback to CEO and Scientific Director on applicability of efforts, and link to the interests and goals of stakeholders and share it with stakeholders.
- Coordinate the delivery of technical consultation and advisory services for research.
- Facilitate and supervise technical training and work experience initiatives in collaboration with the Scientific Director.
- Remain current regarding technological innovations and serve as a consultancy hub for information on trends, research, applications, and effective practices related to the wind energy industry.
- Assist the Institute in its Research and Development efforts and assumes other duties as directed by the CEO and in collaboration with the and Scientific Director.
- Support the Institute's technology strategy, providing leadership for short and long-term planning.
- Contribute to ongoing research activities.

Supervisory

- Supervise and direct a team of Engineers and technicians who develop technical plans, schedules, and costs for projects, Wind Park maintenance plans (scheduled and unscheduled, on-call coverage, etc).
- Supervise and direct a team of Engineers and technicians who contribute toward research initiatives in conjunction with the Scientific Director.
- Conduct regular performance reviews of department employees.
- Review career and professional development training programs with the Manager of Administration for suitability, return on investment, and applicability to the Institute's mandate.

Communication

- Maintain appropriate level of communication with all projects and departments including the submission of reports, as required.
- Represent the Institute and present on activities at various meetings and conferences.
- Network with the alternative energy community to initiate new research and development initiatives.
- Represent WEICan's interests by participation in committees and caucus of the Canadian Renewable Energy Association (CanREA) in collaboration with the CEO and Scientific Director

Position Specifications

The following education, training, experience, skills, and knowledge are required of the Director of Technology.

Education and Training:

- Professional Engineer (P.Eng.) designation
- Post-secondary education in engineering, preferably mechanical or electrical engineering, graduate degree in engineering an asset
- Relevant combination of technical training and experience
Knowledge of industrial control and wind power technologies

Experience:

- Minimum of five years managing teams
- Experience in a senior administration or technology management position an asset
- Significant experience in an energy-related field
- Experience in project management
- Experience in instrumentation, digital control systems and data acquisition systems an asset

Skills and Knowledge:

- Advanced interpersonal and team building skills
- Ability to foster a collaborative work environment with ability to develop partnerships with a wide variety of clients
- Ability to lead and work effectively across a range of topics and with teams and experts from various institutions
- Ability to maintain confidentiality with sensitive and proprietary information
- Ability to multi-task, organize work, balance priorities, and meet deadlines
- Ability to work independently
- Strong knowledge of computer systems and software including Microsoft Office suite

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- Knowledge of small/large wind turbines
 - Knowledge of International Electrotechnical Commission Standards

Core Competencies:

- Commitment to Continuous Learning – consider ongoing and evolving needs of organization, understand how new and different solutions can be utilized to move organization forward and ensure success
- Communicates Effectively – develop and deliver multi-mode communications that convey a clear understanding of different audiences' unique needs; attentively listens to others; provides timely and useful information across diverse styles and position levels; effectively communicates in a variety of settings; writes clearly and concisely with proper use of citations to support conclusions
- Conceptual Thinking – identify patterns or connections between situations that are not obviously related, identify key or underlying issues in complex situations, using creative and conceptual and inductive reasoning or thought processes not necessarily categorized by linear thinking
- Decisive Insight – draw on one's own experience and knowledge and training to effectively solve problems in increasingly difficult and complex situations, breaking down problems, tracing implications, recognizing patterns and connections that are not obviously related, identifying underlying issues and making the best decisions at the most appropriate time, calling upon novel ways to think through complex situations
- Planning, Organizing and Coordinating – proactively planning, establishing priorities, allocating resources, developing and implementing increasingly complex plans, monitoring and adjusting work to accomplish goals
- Problem Solving/Judgement – analyze problems systematically, organize information, identify contributing factors, identify underlying causes

Working Conditions

This position primarily involves work in an office environment. Some field work will be involved in support of technical projects both at the Institute and remotely. Field work will involve climbing, including wind turbines, wind monitoring towers, and other structures. In addition, the position requires that the candidate:

- Hold a valid Canadian Driver's License and be insurable for driving.
- Be able to travel internationally without limitation.
- Work flexible hours and be available for travel as a normal part of work.
- May be part of WEICan's on-call schedule, including weekend coverage. Note that compensation to be provided for on-call coverage as per WEICan technicians.