



**\*\*\*\* Position Description \*\*\*\***

**EXECUTIVE DIRECTOR - COMPUTE CANADA**

Compute/Calcul Canada (CCC) ([www.computecanada.org](http://www.computecanada.org)) is a newly created organization established to oversee Canada's investment in high-performance computing (HPC) research infrastructure. With over \$250 million of infrastructure in place – soon to exceed \$400 million – CCC's mandate includes the national sharing of these facilities and associated people services to further advance Canadian research programs in the arts, sciences, engineering and medicine. CCC is seeking a senior executive to become the Executive Director (ED) of CCC and lead Canada in this exciting initiative.

**Overview**

Since Canada's Federal Government created the Canada Foundation for Innovation (CFI) in 1997, regional consortia have successfully applied for funding to establish a base of over \$250 million of HPC facilities. In December 2006 a new investment by CFI will lead to a further \$150 million of infrastructure. CFI and the Natural Sciences and Engineering Research Council (NSERC) will provide an additional \$28 million over five years for operations. The ED will play a key leadership role within the community in melding these new capabilities and services to best serve the research community. This is an extraordinary opportunity for a talented individual to play a key role in the development and uptake of HPC in Canada.

**Location**

Applications for the position of Executive Director are invited from individuals from all regions of the country and internationally. The offices of Compute Canada will be located in Ottawa; however, the Executive Director need not reside in Ottawa.

**Qualifications**

- A proven knowledge of HPC and HPC technologies.
- Well-developed interpersonal and communications skills.
- Experience in creating and managing multi-participant initiatives and partnerships.
- Demonstrated capability to build outreach and support networks.
- Bilingual or working knowledge in both of Canada's official languages.
- Experience with strategic planning, budgeting, project management and monitoring.
- Familiarity with Canada's research granting councils (CFI, NSERC, etc.) and the Canadian academic system is an asset.

**Responsibilities**

- Reports to the CCC Board of Directors; ex officio member of the Board; provides advice and guidance in the drafting of policies and guidelines for the Board.
- Works autonomously and proactively in day-to-day activities advancing the CCC agenda.
- Constructs a business plan for CCC; gains community and Board approval; implements and updates/revises as necessary and appropriate.
- Coordinates with the HPC consortia on national matters for achieving the CCC objectives.

- Active ex officio member of CCC's National Initiatives Committee (NIC), National Resource Allocation Committee (NRAC) and Technical Committee (TECC).
- Provides leadership for CCC outreach, advocacy, and communications activities. Chairs the Community Planning & Advocacy Council (CPAC). Single point of contact for CCC promotional communications and public relations.
- Provides support for the national technical leadership.
- Responsible for undertaking or overseeing all central operational activities for CCC including: hiring and managing CCC staff; CCC website; coordination of meetings within the CCC structure; documentation and reports for meetings of CCC's Board and Committees; and all national level financial and other reports for internal and external audiences, including annual reports covering facility usage, future plans and successes.
- Monitors all aspects of the Governance and Operations Plan, Memoranda of Understanding, inter-consortia and inter-university agreements, funding proposals, annual reports, etc.

**Compensation**

Salary will be commensurate with experience.

**Application**

Applications will be accepted until January 15, 2008. Applications should include a detailed resumé and contact information for at least five references. Apply by e-mail to:

[jobs@computecanada.org](mailto:jobs@computecanada.org) or [emplois@calculcanada.org](mailto:emplois@calculcanada.org).