



University
of Victoria

Job title	Technology Development Manager
Position type	1.0 FTE; 35 hours per week
Annual Salary Range	\$60,000 – \$70,000
Start date	As soon as possible
Reports to	Director of Operations, CanAssist
Closing date	April 19, 2016

What is CanAssist?

CanAssist is an organization at the University of Victoria that is dedicated to developing and delivering innovative technologies, programs and services that improve the quality of life of those with disabilities. For more information on CanAssist, please visit www.canassist.ca

Position Description

Reporting to the Director of Operations, the Technology Development Manager is responsible for overall management of CanAssist assistive technology efforts and related projects.

Responsibilities include:

- Management of technology development programs including technology/product conception and project definition and development activities.
- Responsible for project progress tracking, updates and status reporting.
- Problem resolution, scope determination, and coordination of multiple stakeholders and partners' interests are an integral component of this role.
- Supervise the day-to-day operation of the multi-disciplinary technology development team.
- Prepare proposals and estimates for new technology development projects.
- Assign staff to conduct assessments with clients, and install and support technologies for user testing purposes as identified by the Client Relations Coordinator.
- Drive adherence to technology development processes, such as a standardized gate process and other required design and development procedures.
- Set direction and desired outcomes and ensure that those assigned understand and are held accountable to achieve related obligations and deliverables.

- Under the leadership of the Director of Operations, collaborate with the Product Manager and Project Coordinator on project definition, project statements of success, project tracking and other activities as assigned.
- In partnership with the Executive Coordinator, recruit and hire employees and co-op students once approved by the Executive Director.
- Is accountable for efficient technical resource planning within the boundaries of acceptable resource utilization mandates.
- Communicate and educate the technology development team on priorities, project assignments, and CanAssist policies and procedures related to their responsibilities.
- As a member of the management team, participate in priority setting, strategic planning, budget preparation and resource allocation.
- Provide regular updates on engineering activities to the Director of Operations and the Executive Director highlighting progress, accomplishments and issues, and provide options to address any issues.
- Conduct/coordinate technology demonstrations and presentations.
- Lead the preparation of project-costing estimations.
- In partnership with the Communications Manager, coordinate technical writing of documentation and training materials.
- Ensure all regulatory requirements, both internal to UVic and external, are considered during the technology development cycle.
- Other duties as assigned.

Qualifications and Experience

- Preferably 3 to 5 years, or more, experience in managing technical teams in a rapidly changing environment.
- The ability to work effectively in a team environment and provide leadership regarding technology and product development matters is essential.
- A broad awareness and understanding of a variety of technologies across the disciplines of mechanical, electrical and software design, development and implementation.
- The ability to provide guidance regarding technology selection and application and appropriate insights into testing methodologies across a wide range of products and technologies will be advantageous.
- Experience and understanding of product development and standard design procedures is advantageous.
- A refined writing, speaking and presentation capability is an important asset.

Please submit a cover letter and résumé to Vicky Irvine, Executive Coordinator, by **Tuesday, April 19, 2016 at 4:00 p.m.** Applications may be submitted in person (CanAssist, CARSA, University of Victoria), by fax (250-721-7299) or via email attachments (vcirvine@uvic.ca).