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Job Posting: Scientific Information Specialist

Closing Date: 22 February 2012

PCIC is seeking to hire a Scientific Information Specialist.

Pacific Climate Impacts Consortium (PCIC)

PCIC is a regional climate service centre at the University of Victoria that provides practical information on the physical impacts of climate variability and change. The PCIC was created to assess climate impacts in the Pacific and Yukon Region of Canada. The goals of the Consortium are to apply credible scientific research to strengthen the region's capacity to address climate change and variability, and to provide the scientific basis for development of policy. Through collaboration with climate researchers and regional stakeholders, PCIC produces knowledge and tools in support of long-term planning. <http://www.PacificClimate.org>

Challenge

PCIC's success rests on its ability to communicate the results of its scientific work and the findings of climate science more broadly to consortium members, other public and private sector stakeholders, and to the concerned public and media. PCIC utilizes multiple modes of communications such as presentations, reports, journal articles, the PCIC website, a quarterly newsletter, and an annual report. PCIC requires flexibility and a capability to adapt to a changing organizational environment.

Nature of Work

Reporting to the Lead, Planning and Operations, the *Scientific Information Specialist* works closely with a multi-disciplinary team of scientists and technical staff. The incumbent will develop and implement plain language documents aimed at PCIC's users as required by the PCIC program of work.

As an excellent communicator and editor, the *Scientific Information Specialist* understands the concepts of climate science, is able to read and interpret the climate science literature, and is able to translate technical information to a broader audience through the website, summary reports and graphical presentations.

He/she will be tasked with

- Producing a regularly appearing summary of recently published climate science that is pertinent to the Pacific and Yukon region that PCIC serves.
- Producing PCIC's e-newsletter, *PCIC Update*, which appears quarterly.
- Maintaining, updating and writing content for the PCIC website based on technical publications produced by PCIC scientific staff.
- Contributing to the production of materials for print such as summary reports and annual reports by assisting with editing, proofreading and review.

Accountabilities

- Prepares science summaries and communication documents, and interprets technical reports for a lay audience.
- Maintains the intuitive, user-friendly and scientifically accurate web site.
- Assists with writing and editing text of primarily scientific nature.
- Prepares and distributes PCIC quarterly e-newsletter.
- Maintains email distributions lists for PCIC communications.
- Supports time-to-time corporate functions such as coordinating events, preparing proposals, and drafting agreements.

Knowledge, Skills & Abilities

Knowledge and Experience

- Masters of Science in a climate related discipline or equivalent experience.
- Good understanding of climate science.
- Familiarity with electronic and print media.

Skills

- Skilled in the interpretation of scientific text for a general audience.
- Excellent verbal and written communication skills.
- Excellent editing skills.
- Desktop publishing skills.
- Strong analytical and problem solving skills.

Abilities

- Demonstrated initiative.
- Demonstrated ability to explain complex ideas to a non-specialist audience.
- Ability to work both independently and as part of a multidisciplinary team.
- Flexibility in accepting variable and diverse job assignments.
- Ability to learn quickly and adapt to new circumstances.

Start Date

PCIC would like the successful candidate to start as soon as possible. As such, candidates will be contacted within two weeks of the closing date. A final decision will follow shortly thereafter.

Employment period

2 year term commitment, with potential for renewal.

Weekly working hours	Pay rate
Full time (37.5 hours per week)	Commensurate with education and experience.

Application: Please send your application with a resume, including a listing of three professional references. Address cover letter and application to Ms. Cassbreea Dewis, climate@uvic.ca, with “**ATTN: Scientific Information Specialist**” in the subject line. Please indicate whether you are legally able to work in Canada.