

Posting #21-144EM

Administrative Manager – Strategic Initiatives and Operations Regular, Full Time

Purpose

Under the direction of the Campus Support Lead, the Manager works directly with the Deans and the five Faculties. This position provides for research, development and implementation of strategic projects and priority initiatives within a Faculty and across the faculties. The Manager takes a proactive approach to facilitating communication, engaging, collaborating and building relationships with internal and external community members. This position assists with the development of plans, proposals, projects and reports that support and advance the Faculty's goals, objectives and priorities, and align with the University strategic plans. The Manager stewards the coordination, implementation and operationalizing of strategic priorities and optimization initiatives to completion, ensuring efficiency and consistency in approach across the faculties for optimal results.

The Manager mentors, supports and facilitates collaboration among the administrative support teams to build and sustain operational and process efficiencies across the faculties.

Responsibilities

As a valued and integral member of the team, the Manager provides not only timely and accurate information for strategic decision making to the Deans and the faculties, but contextual ideas that are innovative for leading change through a data informed approach that supports the success of the Faculties.

The Manager plays a pivotal and influential role in critical and confidential discussions involving budget allocation and labour relations issues that may directly impact employees. The leadership team meets to discuss operational matters like budget reviews and funding. The positive and collaborative nature of the Manager's role is critical for providing practical framework and business acumen to support academics to lead and determine best approaches. With a keen eye towards innovation, the Manager is responsible for facilitating a positive and productive workplace, introducing new ideas, processes and system improvement, financial planning, and operational support to the Deans and the faculties.

The Manager works in conjunction with the external bodies and regulatory agencies across British Columbia for administrative aspects within the full suite of undergraduate and graduate programming and other unique initiatives.

The position leads in a collaborative environment where creative energy and action orientation is required.

The Manager works in a team based unit called the Collaborative Campus Support team which allows for interaction with other administrative managers to allow for leveraging of knowledge, ideas, and experience across the University.



Qualifications

The successful candidate will at minimum possess an undergraduate degree in a related field, with at least five (5) years of experience in organizational design, leadership or process development. An equivalent combination of education and experience may be considered.

Relevant knowledge, skills, and experience must include:

- Successful project planning and implementation;
- A proven track record of productive relationship development;
- Rigorous research of relevant technical and conceptual topics;
- Demonstrated financial management experience with complex budget planning and projections;
- Demonstrated ability to work within team based environments;
- Demonstrated capacity to use technology to maximize effectiveness;
- Experience managing and leading teams within a unionized environment;
- Demonstrated ability to motivate, engage and influence multiple stakeholders;
- Demonstrated ability to think strategically, weigh risks, and apply sound judgement to financial and labour decisions.

It is essential to have exceptional interpersonal skills with the ability to determine relevant consultation with stakeholders, to work collaboratively with a diverse group of constituents, and to build rapport in a continuously evolving environment. Verbal and written communication skills must be exceptional. Highly effective time management and strong organizational skills are critical, with the ability to problem solve and use a high degree of judgement to establish priorities, manage multiple demands, and meet deadlines. The successful candidate must have the ability to work independently and professionally, requiring initiative and the ability to lead in challenging and sensitive situations. The ability to keep a 'big picture' perspective while maintaining acute attention to detail is critical for success.

Salary

Salary will be commensurate with education and experience.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. Reference:

- <http://www.unbc.ca/human-resources/employee-benefits>
- <http://www.unbc.ca/human-resources/unbc-pension-plan>

Hours of work will be between 8:30am and 4:30pm Monday through Friday, however flexibility is sometimes expected for events, cyclical activities or overseeing operations. Occasional regional and national travel may be required.



Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, place of origin, age, physical disability, mental disability, sexual orientation, gender identity, and any other prohibited grounds of discrimination as outlined in the BC Human Rights Code.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the LGBTQ2+ communities and individuals with intersectional identities.



Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition #21-144EM to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca

Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications received by 4:30pm on Friday, December 3, 2021 will be given preference, however, applications will be accepted until the position is filled.

