

The **Office of the Chancellor and Senate** is currently seeking a Full-time Regular **Director, Office of the Chancellor and Secretary to Senate**.

The Director Office of the Chancellor and Secretary to Senate (DCSS), provides leadership, expertise and strategic direction to the Office of the Chancellor and Senate (OCS). The DCSS leads a team of dedicated professionals responsible for providing assistance and advice to the University of Calgary's Chancellor in all of his/her university related activities, and for providing governance oversight and managing the activities of the university's Senate.

The DCSS serves as the senior advisor to the Chancellor and provides strategic support to the Chancellor in the execution of their duties. They also serve as the primary advisor to Senate and oversees Senate governance, its Standing Committees and affiliated programs. Working closely with the Chancellor, members of the Senate (all of whom are volunteers) and senior members of the university administration, including the President's Office, University Relations team and faculty leadership, they foster collaborative relationships with the university community and other stakeholders in support of the Chancellor and Senate.

The DCSS reports to the Associate Vice President Government and Community Engagement (AVP GCE), University Relations. As an integral part of the University Relations team, DCSS works to ensure the alignment of OCS operations, Chancellor's activities and Senate initiatives with broader University of Calgary strategic directions. S/he is guided at all times by university policies, resource use requirements and budgets.

Hours of employment for this position are standard, however some evening work is required due to the nature of the position.

Information on the role of the Chancellor and the University of Calgary Senate can be found at <http://www.ucalgary.ca/senate/>. Information on University Relations is available at <http://www.ucalgary.ca/president/executive/kenyon>.

Summary of Key Responsibilities (job functions include but are not limited to):

Support to Chancellor

- Provide comprehensive senior level advice to the Chancellor in support of all of his/her duties and activities
- Develop and implement a strategic engagement plan for the Chancellor in support of the university's and Senate's strategies, goals and objectives
- Serve as a liaison between the Chancellor, the President's Office, other university leaders and senior community leaders
- Serve as Secretary to the Chancellor Search Committee (an ad hoc committee of Senate constituted as required), including developing a comprehensive Chancellor Orientation process

Management of Senate Executive Committee and Secretary to Senate

- Serve as the senior advisor to the Senate Executive Committee and as Secretary to Senate
- Ensure implementation and operationalization of proper Senate governance model and best practices
- Oversee preparation of agendas for Senate Executive Committee and for Senate meetings, in line with the Chancellor's engagement plan and the university's strategies and goals
- Oversee the work of OCS staff in supporting Senate committees, ensuring the adoption of the Senate governance model and best practice

Operational Leadership

- Direct operations and provide leadership and direction to the OCS team, ensuring a positive, professional, engaged and team-oriented work environment. Authority includes hiring, delegation of work, performance management, and discipline, up to and including termination
- Oversee the planning and execution of high quality Senate programs that showcase the university to the community, including LoAL, Chancellor's Club and Convocation

- Responsible for developing the annual operating plan in alignment with Chancellor's engagement plan and university strategies, and a corresponding annual budget plan for the OCS. The role includes full operational control of the OCS budget
- Develop and implement a new multi-year plan for the Chancellor's Club program, covering all aspects from membership and fundraising to programming
- Oversee Chancellor and Senate activities with respect to Convocation Ceremonies
- Enhance administrative excellence by codifying processes and procedures

Qualifications / Requirements:

- At minimum an undergraduate degree in arts or business or related field; a masters level degree would be considered a strong asset
- 7 - 10 years of experience in organizational management
- Strong leadership and people management skills are essential
- Demonstrated ability to provide influential advice to senior leaders and volunteers, in support of strategic plans is required
- Demonstrated expertise and extensive experience working with boards and committees
- Demonstrated expertise in governance and including development and implementation of professional governance practices
- Superior written and oral communication skills
- Experience in developing strategic plans, budget planning and providing strategic advice for informed decision-making
- Superior analytical, problem-solving and organizational skills with an excellent ability to multi-task and delegate when appropriate
- Exceptional judgment and decision-making skills along with the high level of professionalism, tact and confidentiality
- Must have a high achievement orientation, with a proven ability to operate within a complex, multi-faceted and highly demanding work environment
- Experience administering complex affinity-type programs would be an asset
- Ability to develop and manage a budget in needed
- Knowledge of the University of Calgary's policies, procedures and operating requirements, as well as an understanding of the university's mission and strategic direction, or experience in an academic institution would be helpful

Application Deadline: December 15, 2017

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

This position is classified in the **Management Career Band, Level III** of the Management and Professional Staff Career Framework.

To find out more about management and staff opportunities at the University of Calgary and all we have to offer, view our [Management and Staff Careers website](#).

About the University of Calgary

The University of Calgary is Canada's leading next-generation university – a living, growing and youthful institution that embraces change and opportunity with a can-do attitude. Located in the nation's most enterprising city, the university is making tremendous progress on its Eyes High journey to be recognized as one of Canada's top five research universities, grounded in innovative learning and teaching and fully integrated with the community it both serves and leads. The University of Calgary inspires and supports discovery, creativity and innovation across all disciplines. For more information, visit ucalgary.ca.

The University of Calgary recognizes that a diverse staff/faculty benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to removing barriers that have been historically encountered by some people in our society. We strive to recruit individuals who will further enhance our diversity and will support their professional success while they are here. We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.