



POSITION DESCRIPTION

POSITION: Vice-President Administration
DEPARTMENT: Administration **JOB NUMBER:**
DIVISION/FACULTY: **DATE REVISED:** September 2021

ORGANIZATIONAL STRUCTURE

This position reports to the President and Vice Chancellor. Reporting directly to this position are the Chief Information Officer, the Associate Vice President Campus and Community Planning, the Executive Director Facilities and the Executive Assistant.

PRIMARY FUNCTION

The Vice President, Administration has executive responsibility for the functions of Information and Educational Technology, Campus and Community Planning, Facilities, daily operations of KPU's five campuses and Ancillary Services. As a member of the senior leadership team, the VPA has shared responsibility for the overall leadership of KPU in a manner that achieves its goals and objectives. The position is responsible for providing proposals, reports and recommendations to the Board of Governors, as directed by the President. The VPA provides support to the Board of Governors and its committees in the fulfillment of its governance responsibilities.

This position contributes to the development, and has shared responsibility for, the successful implementation of a strategic plan that establishes goals, identifies key strategic issues and sets objectives and plans. In the context of KPU's strategic and operating plans, the VPA recommends annual personal performance objectives to the President and reports on progress against those objectives quarterly and annually. At the request of the President, the VPA represents KPU's interests to government agencies, school boards and other community groups. As well, the VPA represents KPU to the Ministry of Advanced Education and Skills Training and to other educational institutions and associations.

KEY RESPONSIBILITIES

1. Acts as the President's principal advisor regarding those areas under their jurisdiction. Keeps the President informed about key matters under this portfolio, and provides trusted counsel and advice to the Senior Management Team.
2. Supervises and provides leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
3. Fosters an environment of creativity, collaboration and a strong service excellence culture. Inspires, motivates, and guides team members by fostering commitment, team spirit, and trust.

4. Plans, develops, implements and evaluates the division's strategic road map. Develops and implements short and long term goals and objectives to ensure the delivery of effective and efficient services. Identifies business challenges and uses data analysis to help influence changes to the operations, process or programs.
5. Represents KPU on special initiatives or task forces at the provincial, national, or international levels.
6. Attends and provides advice as requested at all public, in-camera meetings and at required sub-committee meetings of the Board of Governors.
7. Informs KPU personnel of developments as they occur and arise from action or discussion by the Board of Governors, committees and government ministries.
8. Manages external relationships with a range of stakeholders, including Assistant Deputy Ministers and senior leadership at the Ministry of Advanced Education, PSEA, the President and other senior university leadership.
9. Involved in setting overall direction and strategy and makes operational decisions with respect to collective bargaining, grievance and complaint resolution.
10. Oversees and leads policy development and strategic planning for all areas within the Administration portfolio.
11. Develops departmental budget allocations, and is accountable for all expenditures related to the portfolio, works collaboratively with inter-departmental leads in the preparation of the operating and capital budgets in portfolio. Works in conjunction with the Chief Financial Officer and in consultation with the senior administration team.
12. Sets strategic objectives and oversees campus master planning as well as the planning and development of new campus buildings, all in consultation with stakeholders across KPU.
13. Reviews and approves plans, submissions and contracts to ensure that sufficient resources are available to support major campus developments
14. Communicates and negotiates with senior Ministry officials and their counterparts in municipal governments in the region to ensure that required government approvals are obtained in a timely manner.
15. Develops a long-term strategy for property acquisition and sale and manages the purchase and sale of property for the University.
16. Involved in designing university-wide planning exercises as well as overseeing divisional and departmental planning processes.
17. Directs divisional and departmental planning to ensure that institutional goals and objectives are supported and that resources are adequate and are provided in a timely manner.
18. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.

19. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

EDUCATION & EXPERIENCE

- Graduate degree preferred in a relevant discipline.
- A minimum of ten (10) years in an Administration leadership position at a senior level in a public sector organization.
- Experience in a complex, unionized public sector organization is required.
- Experience working in a post-secondary environment is preferred.

QUALIFICATIONS

- Demonstrated senior leadership abilities, including establishing vision, developing strategic plans, and evaluating effectiveness.
- Senior level labour relations experience that includes complex issues in administering collective agreements.
- Demonstrated confidence, personal integrity, exceptional negotiation skills and outstanding interpersonal skills that enhance their ability to build and maintain working relationships with a variety of stakeholders.
- Strong communication skills, demonstrated in complex work environments, with a proven ability to hold dialogues with a wide variety of stakeholders, an ability to listen to concerns and to build confidence through follow-up actions.
- Strong interpersonal and intercultural skills; an appreciation for diversity and adaptability to different groups and cultures.
- Demonstrated decision-making capacity together with an ability to ensure effective decision-making within a collegial environment.
- Effective organizational, problem-solving, planning and analytical skills; demonstrated use of sound judgment and reliable decision making.
- Superior organizational skills and a high degree of self-motivation and business acumen.
- Demonstrated ability to present to and converse with senior stakeholders, including discussions with the Board of Governors.
- Experience managing multi-year, operational and capital budgets at the organization level.
- A proven track record of leading cross-functional teams in strategic planning, project management, budgeting and process improvement; possesses the ability to engage, inform and influence.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.
- Willingness to travel domestically and internationally.