



KWANTLEN
POLYTECHNIC
UNIVERSITY

Vice-President, Administration

SURREY
MAIN
BUILDING





ABOUT KWANTLEN POLYTECHNIC UNIVERSITY

Kwantlen Polytechnic University is an innovative, transformative and ambitious post-secondary institution. As Canada's only polytechnic university, we take pride in combining academic excellence with practical, hands-on and experiential learning opportunities that prepare our graduates for successful and rewarding careers, while also providing them with the critical understanding necessary for good citizenship.

We ensure that our graduates are also prepared for a lifetime of learning and re-learning so they can adapt to the fast pace of change in the workplace and in society at large.

KPU has five campuses: three in Surrey, and one each in Richmond and Langley, nearly 1,500 employees, over 20,000 students and more than 57,000 alumni.

With programs delivered across seven Faculties – Arts, Business, Science and Horticulture, Health, Design, Trades and Technology, and Academic and Career Advancement – KPU has proudly served the South Fraser Region of the Lower Mainland since 1981.

KPU offers a diverse range of credentials – including certificates, citations, diplomas and bachelor's degrees – designed to successfully meet the evolving needs of regional and global employment markets.

We offer work-integrated and service learning, connections to business and industry, and a supportive learning environment. Our post-baccalaureate and graduate diplomas further enhance opportunities for working professionals to augment their knowledge and skills.

KPU honours its name, which the Kwantlen First Nation has so graciously shared with the university. The Kwantlen people are acknowledged historically as "tireless runners." The name has proven to be prophetic as KPU, the institution, runs tirelessly to expand its capacity to serve our communities locally and globally.

KPU's innovative style of education involves work-integrated and service learning, practical connection to industry, small class sizes and supportive learning environments.

The university's commitment to applied research and innovation with external partners enhances the quality of its teaching, and contributes to the economic development of the region.

As a university that allows for multiple interpretations of excellence, students define and design the path to success that's right for them. Their key to success is a KPU experience that transforms students into graduates who lead in their communities.

We work, study, and live in a region south of the Fraser River which overlaps with the unceded traditional and ancestral lands of the Kwantlen, Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt and Kwikwetlem peoples. We thank them for sharing their land and resources with us as we undertake our work as a polytechnic university.



ABOUT KWANTLEN POLYTECHNIC UNIVERSITY (continued)

Anticipating a future that will continue to change the way we work and live, KPU has developed a strategic plan that responds to these challenges. This plan – VISION 2023 – is a unique polytechnic strategy focused on making the world a better place through access to lifelong, meaningful education.

MISSION

By thinking and acting together, we transform lives and empower positive change.

VISION

As Canada's only Polytechnic University, KPU is a learning ecosystem rooted in a culture of sustainability, creativity and quality that inspires our people and our communities.

GOALS

KPU's 12 goals, embedded in VISION 2023, are organized into four interconnected themes:

Experience: We will

- Enhance the experience of our students
- Enrich the experience of our employees
- Delight our friends in their KPU experience

Sustainability: We will

- Embrace all cultures and promote a renewed, authentic approach to Indigenization
- Foster environmental sustainability through our offerings, research and operations
- Integrate planning to ensure KPU operations are aligned with our resources, thus sustaining quality and institutional health

Creativity: We will

- Increase the levels of activity, funding and intensity of research and scholarship
- Increase innovation in teaching, learning and curriculum
- Embolden creative problem solving across KPU's operations

Quality: We will

- Ensure continuous improvement of all KPU programs and services
- Hold each other responsible for our promises and our expectations
- Be accountable to our partners, governments and communities

For more information about VISION 2023, please visit <https://www.kpu.ca/sites/default/files/Institutional%20Analysis%20and%20Planning/Vision%202023%20Final%20May%202017.pdf>.



OUR CAMPUSES

KPU has five campuses in the South Fraser region of Metro Vancouver, each with a unique flair of its own.

KPU Surrey

Featuring an open courtyard nestled between six buildings, KPU Surrey includes a Gathering Place, conference centre, a variety of classrooms, science labs and fine art studios, community garden, fitness studio, gymnasium, and more.

KPU Richmond

KPU Richmond is home to some of the university's most unique programs, such as an Acupuncture Diploma Program and Sustainable Food Systems Program which includes an organic seed lab and a research and teaching farm just steps away on land leased from the City of Richmond. KPU Richmond includes the Melville Centre for Dialogue, which provides conference and meeting space for the university and the wider community. The campus is also home to the renowned Wilson School of Design, which is housed in an architecturally stunning wood and glass building that features state-of-the-art graphic design studios, interior design studios, science labs, production and sewing labs, gallery space, and advanced technology.

KPU Langley

Horticulture programs are prominently featured at KPU Langley, along with the Institute for Sustainable Horticulture. Teaching and research greenhouses are integral to this campus, which is also home to British Columbia's only Brewery and Brewery Operations Diploma program, where students have already earned

international awards for their craft beer. KPU's Faculty of Health is located at this campus, along with the university's music program, and an Environment Protection Technology program. The Langley campus setting is steeped in nature with a beautiful courtyard and a creekside walking trail. Students in horticulture classes use the campus as an outdoor classroom, and their gardens are part of the pastoral beauty that makes this campus so unique. The Langley Community Farmers' Market enlivens the campus each Wednesday from May to October and once a month throughout the winter.

KPU Tech (Cloverdale)

KPU's Cloverdale campus, known as KPU Tech, provides leading-edge trades and technology programs to students seeking opportunities in skilled trades. The campus also features Mechatronics and an Advanced Manufacturing Diploma program for those seeking careers in this fast-growing sector.

KPU Civic Plaza

Our most recent campus addition, KPU Civic Plaza opened in 2019. Located in the heart of Downtown Surrey, this campus is conveniently located next to SkyTrain and a bus loop, and is within walking distance of local restaurants, coffee shops and shopping. Occupying the first five floors of the 52-storey Civic Plaza mixed-use building, KPU's School of Business offers post-baccalaureate programs at this campus. KPU's Continuing and Professional Studies Division also offers professional development opportunities for working professionals seeking to upgrade their skills and advance their careers.



GOVERNANCE AND ADMINISTRATION

KPU is governed by the *University Act* which provides for a bicameral governance structure. Both the Board and the Senate are governing bodies of KPU. Bicameral governance delineates the strategic oversight of the Board from the academic responsibility of the Senate.

Board of Governors

The Board of Governors of Kwantlen Polytechnic University is governed by the *University Act* of British Columbia. The management, administration and control of the property, revenue, business and affairs of the university are vested in the Board. Members of the KPU Board of Governors are volunteers and serve the University without remuneration. The Board is comprised of 15 members.

For a complete list of current board members, please visit: <https://www.kpu.ca/governors/members>.

Senate

The Senate has a focused responsibility for the academic integrity of KPU, subject to the Board's involvement where academic matters interface with matters of business and the larger community. Senate is responsible for academic and curriculum-related matters, including setting curriculum content for courses, policies for examinations and evaluation of student performance and qualifications for admission.

For membership composition and complete list of current senators, please visit:

<https://www.kpu.ca/senate>.

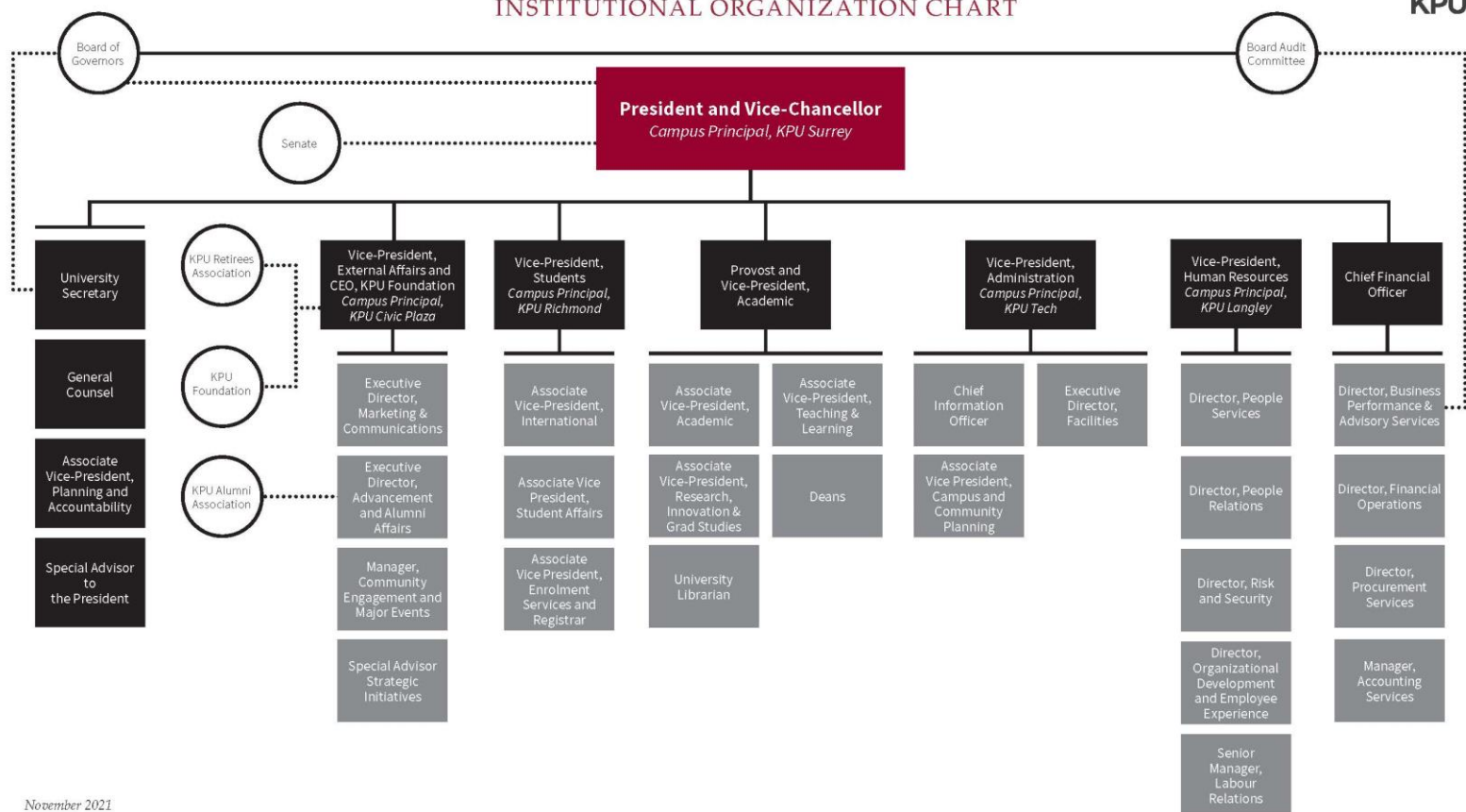
University Executive

The Polytechnic University Executive (PUE) provides leadership and direction to the University's planning, operations and accountability processes in an integrated and effective manner. The team works together to ensure divisional and shared goals and priorities are clearly articulated and assessed, makes decisions as required by KPU policies and procedures, and advises the President and each other on important issues facing KPU. The Vice President, Students will be a member of the Polytechnic University Executive. Other members include:

- President & Vice Chancellor
- Provost & Vice President, Academic
- Vice President, External Affairs
- Vice President, Administration
- Vice President, Students
- Vice President, Human Resources
- Associate Vice President, Planning and Accountability
- Associate Vice President, Academic
- General Counsel
- University Secretary and Executive Assistant to the President
- Chief Financial Officer



KWANTLEN POLYTECHNIC UNIVERSITY INSTITUTIONAL ORGANIZATION CHART



November 2021



THE OPPORTUNITY

With a total operating budget for FY20 of \$ 225,729,600, KPU's stature continues to grow as one of the largest post-secondary institutions in British Columbia, serving B.C.'s fastest-growing populations and offers a wide array of undergraduate degree programs, trades and technology programs, one and two-year certificate and diploma programs and post-baccalaureate programs. It boasts a dynamic and diverse student population comprised of various nationalities, ethnicities, genders, sexual identities, ideologies, and ages.

In support of this growth, KPU is searching for its next Vice-President, Administration who will bring vision and proven leadership and will work with a team of senior administrators and the multi-campus community to continue to move the University forward.

This role is an exceptional opportunity to provide strategic leadership in service of our mission to transform lives and empower positive change.

Primary Function

Reporting directly to the President, the new VP Administration will work collaboratively with the Vice-President Academic as well as other members of the University Executive. As a member of the senior leadership team, the VP Administration has shared responsibility for the overall leadership of KPU in a manner that achieves its goals and objectives.

The successful candidate will understand the challenges inherent in providing leadership in an academic environment where a high degree of consultation and

collaboration is not only desirable but a requirement. They will appreciate that the primary goal of KPU is to provide an excellent level of educational experiences and services to students as well as supporting the educational requirements of the communities served by the University.

Reporting Relationship

Reports Directly to: President and Vice Chancellor

Works Closely With: University Executive
Board of Governors
Members of President's Council
Finance and Audit Committees
Other external partners

Vice-President, Administration Portfolio

Responsible for: Information and Educational Technology
Campus and Community Planning
Facilities
Ancillary Services



THE OPPORTUNITY (continued)

Key Challenges

- Act 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.
- Plan, develop, implement and evaluate the division's strategic road map. Develop and implement short and long term goals and objectives to ensure the delivery of effective and efficient services. Identify business challenges and use data analysis to help influence changes to the operations, process or programs
- Lead institutional initiatives to develop management information systems.
- Attend and provide advice as requested at all public, in-camera meetings and at required sub-committee meetings of the Board of Governors.
- Manage 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.
- Oversee and lead policy development and strategic planning for all areas within the Administration portfolio.
- Set strategic objectives and oversee campus master planning as well as the planning and development of new campus buildings, all in consultation with stakeholders across KPU.
- Develop a long-term strategy for property acquisition and sale and manages the purchase and sale of property for the University.
- Communicate and negotiate 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.
- Play a key role in setting the overall direction, strategy and operational decisions regarding the University's approach to collective bargaining and related issues, including compliance with the BC Government's Public Sector Employers' Council.



THE CANDIDATE

The successful candidate will bring a blend of the following education, skills, knowledge, and experience, competencies and personal characteristics.

Education/ Certifications

- 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.

Skills, Knowledge and Experience

- 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.



THE CANDIDATE (continued)

Competencies

Leadership

Inspiring, coaching, mentoring, and supporting students, employees, and KPU as a whole in achieving objectives.

Accountability

Taking ownership for one's own actions, decisions, and results.

Achievement Focused

Continuously persevering to accomplish objectives and make improvements in alignment with KPU's strategic plan.

Innovation

Taking a creative approach to opportunities and exploring unique ways to create optimal value for the KPU community.

Collaboration

Coming together in functional and cross-functional teams to solve complex issues and accomplish objectives that will benefit the KPU community.

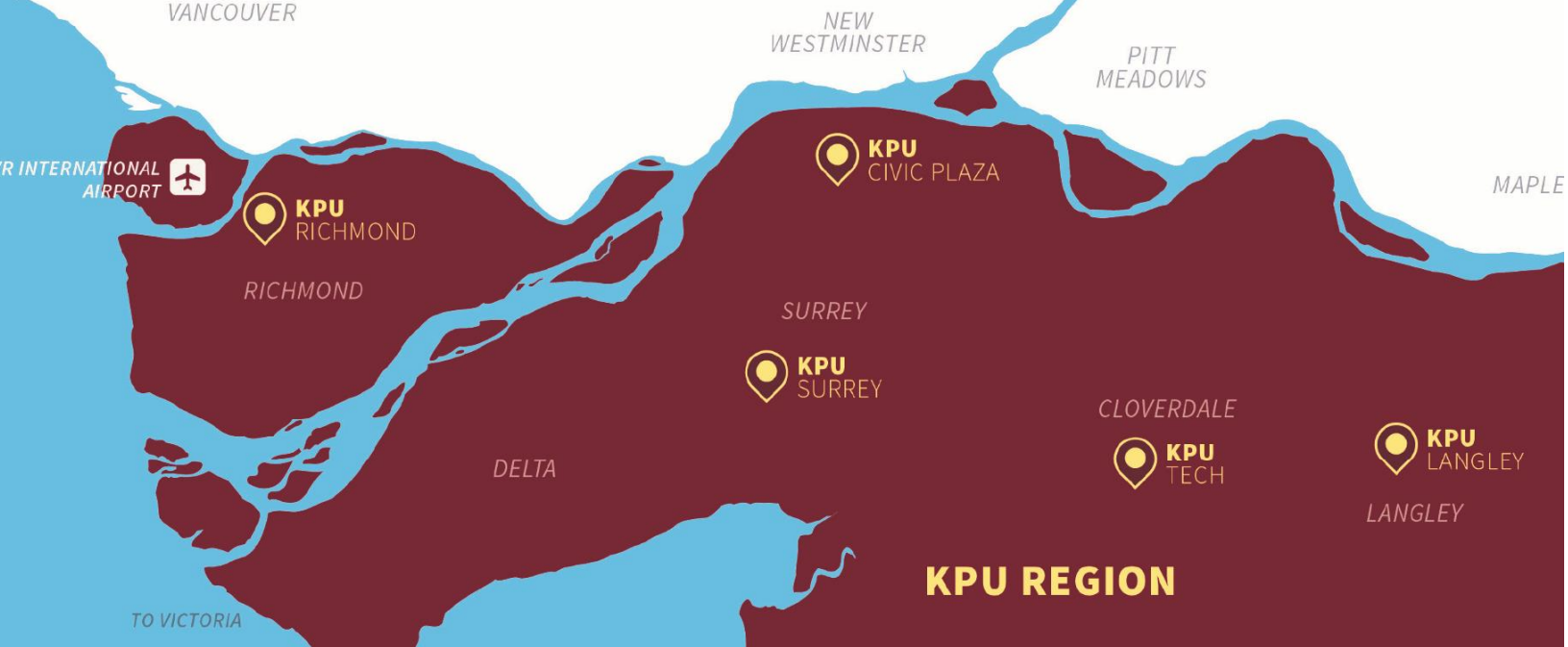
People First

Involving, appreciating, valuing and respecting the community members KPU serves (i.e., students, employees, external stakeholders, etc.), creating a culture of high engagement and performance.

Personal Characteristics

The ideal candidate demonstrates:

- Strategic thinking, with a proven capacity to be innovative and responsive
- The ability to understand, and to thrive in a complex organization
- Vision, sees opportunities, and embraces and manages change
- Works collaboratively
- A high standard of fairness and ethics in everyday words and actions
- Integrity
- Dedicated to the student experience
- One who is committed to fostering diversity, equity and inclusion



ABOUT METRO VANCOUVER

Metro Vancouver, the home of all five of KPU's campuses, is a dynamic, multicultural area situated in a spectacular natural environment including snowcapped mountains and sparkling ocean waters.

Comprised of 21 different municipalities and one Treaty First Nation, it has an area of 282,000 hectares and covers a distance of 96 km from Maple Ridge to Bowen Island.

Each municipality possesses a unique identity, presenting countless possibilities to suit any individual's ideal lifestyle. Metro Vancouverites are fortunate to have the best of many worlds at their fingertips, whether it be the convenience and buzz of an urban city or the relaxing, open space of a rural setting.

The population of Metro Vancouver is 2.4 million and growing. Surrey, the location of three of KPU's campuses, has the second largest population of all the Metro Vancouver municipalities with just over 518,000 citizens.

In addition to its breath-taking landscapes, mild climate, multitude of year-round outdoor adventure options, cultural diversity and vast economic potential, Mercer's 2019 Quality of Living Survey ranked Vancouver as one of the world's top three most livable cities. It is a truly dynamic place to live and build a rewarding career.

For more information on Metro Vancouver, please visit <http://www.metrovancouver.org/>.

HOW TO APPLY

To apply, please submit a cover letter and resume via the application process through the online KPU Career Centre.

For inquiries or recommendations, please contact:

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