

POSITION VACANCY

Manager, Executive and Board Operations

Working closely with the President and the Board Chair, the Manager of Executive and Board Operations (MEBO) oversees and facilitates the administrative, operational, strategic project management and financial affairs for the Office and the Board. The MEBO is responsible for a broad range of governance related functions that ensure the orderly flow within the University. The MEBO is central in supporting the President and in developing, coordinating, communicating and implementing executive activities and special and high priority initiatives. In addition, the MEBO is expected to take the lead in reviewing and developing Board and administrative policies.

The MEBO is a member of both the President's Executive Committee (PEC) and the President's Administrative Committee (PAC). As such the Manager works closely with the senior leadership group including Deans, Vice-Presidents and Associate Vice-Presidents. The MEBO will be expected to be familiar with university policies, including Board policies (the Board), academic policies (the Senate), and administrative policies (PEC & PAC).

This full-time position reports to both the President and to the Chair of the Board of Governors. The MEBO has regular contact with the Provincial government and acts as a liaison between the Board and the Province on matters including board appointments and changes in governance requirements. The MEBO works closely with the President in matters of governance and has a strong knowledge of the bi-cameral nature of universities. The MEBO will be expected to oversee both cyclical and special projects as required.

Qualifications:

- A minimum of a Bachelor's degree;
- Experience in developing and reviewing organizational policies;
- A minimum of five years of working experience within a complex organization;
- A combination of education and working experience may be considered;
- Understanding of basic budgeting and experience in budget oversight within an organization;
- Experience working within a unionized environment would be an asset;
- Experience working with Boards of large non-profit organizations an asset; and
- Previous experience supervising administrative staff is an asset.

Brandon University is committed to equity, welcomes diversity, and hires on the basis of merit. All qualified individuals who may contribute to the diversification of the University, especially women, persons with disabilities, Indigenous persons, racialized persons, and persons of all sexual orientations and genders are encouraged to apply. Canadian citizens and permanent residents are given priority. Evidence of citizenship must be provided.

We are committed to providing an inclusive and barrier-free work environment. This starts with the hiring process. If you require an accommodation during any phase of the evaluation process, contact HR at hr@brandonu.ca. All information received related to an accommodation is kept confidential. To ensure this employment opportunity is accessible to all interested individuals, this posting is available in an alternate format upon request.

Additional skills:

- High level of motivation;
- Strong writing skills;
- Ability to work with groups that may have competing interests;
- Ability to balance the needs of a diverse Board and that of the President's Office
- Ability to adjust priorities quickly depending upon situational needs; and
- Works well within a team environment where diverse views are welcome.

Salary Range: \$109,878 - \$139,031 depending upon experience

Starting Date: To be negotiated

The Search Committee for the Manager, Board and Executive Operations will begin consideration of interested candidates on May 27, 2022.

Interested candidates should forward an application, resume and a list of three (3) work-related references to : president@brandonu.ca

This position is subject to a Criminal Record Check and Child Abuse Registry Check and the successful candidate will be responsible for fees incurred.

We thank all applicants for their interest in this position, however, only those candidates selected for an interview will be contacted. Short-listed candidates will be required to provide credential at the time of interview.

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