

**University Secretary, Laurentian University
Sudbury, Ontario**

Laurentian University is searching for a new University Secretary to act as the senior governance advisor to the Board of Governors, and Senior Leadership team.

The Organization

Laurentian University is located within the territory of the Robinson-Huron Treaty of 1850 and recognizes its placement on the traditional lands of the Atikameksheng Anishnawbek, as well as its proximity to Wahnapiatae First Nation.

As Canada's only university with a tricultural mandate, Laurentian offers an outstanding higher education and research experience in English and French, with a comprehensive approach to Indigenous education. Laurentian prepares the next generation of leaders who bring innovative solutions to local and global issues, recognizing that experience is essential to the success of our graduates entering the workforce. The university recently celebrated 60 years since its opening.

Laurentian's vision for the future is as a university focused on the needs of the north and the communities it serves – and for the university to be a nimble space for critical thinking and innovation, where students can reach their full potential, and faculty can push the boundaries of knowledge.

The Role

A member of the President's Executive team, the University Secretary reports administratively to the President and Vice-Chancellor of the University. The University Secretary is Laurentian's most senior advisor on governance issues. They lead the University Secretariat's Office whose mission is to ensure the effective, efficient operation of the University's Board of Governors, maintain effective administration of the bicameral system of governance, and to provide timely, accurate, and objective information and advice, including the interpretation and application of policies and bylaws. As a procedural expert, they are a guardian of process and governance, able to insist on alignment with procedural rules and hold the Board and leadership accountable.

As a facilitator, advisor, and relationship-builder, the University Secretary acts as a liaison between the Board of Governors and the senior leaders of Laurentian University.

Key areas of oversight and responsibility are:

- **Governance and Policy** – Coordinates and facilitates the activities of the Board of Governors and leads long-term planning and management of the University Secretariat; acting as a subject matter expert on university policies and procedures.
- **Communication and Advising** – Overseeing the establishment and maintenance of systems to support institutional memory and communicate information to the university community. Responding to requests for information and maintaining official documentation for the Board while advising on policy and governance issues that arise.

- **Leadership and Management** – Providing strategic leadership to the Secretariat, including setting and assigning priorities, managing, coaching, and motivating.

The Ideal Candidate

As the ideal candidate, you are an experienced leader in governance, public policy, and/or public administration. You have a strong understanding of the bicameral governance structure of Canadian public universities and have proven your ability to leverage your knowledge of parliamentary rules of procedure to guide complex meetings when required. You have exceptional attention to detail, strong public speaking abilities and have experience operationalizing best practices in governance, policy development, and the vetting of documents.

Qualifications and Experience:

- Postgraduate degree, ideally in policy, law, public policy, administration and/or governance.
- A GPC.D, ICD.D or C.Dir designation is an asset.
- At least 7 years of experience related to the specified responsibilities, with at least 5 in a management-level position.
- Demonstrated experience advising on policy development and interpretation, and knowledge of university bicameral governance systems.
- Experience applying principles of governance and parliamentary rules of procedure (Robert's Rules).
- Knowledge of the post-secondary environment and a passion for providing an exceptional educational experience.
- Demonstrated ability to align policies and operations with broader institutional goals.
- Networking skills– to facilitate external relations with similar roles and governance organizations.
- Fluent bilingualism (French and English), oral and written, is essential.

You are someone with:

- Superior skill in organizing resources and a keen ability to establish strategic priorities.
- Relational assertiveness–someone who is effective in maintaining rules of order and other procedures in highly charged environments, while supporting with compassion.
- Integrity and objectivity, with sound judgment combined with diplomacy and discretion.
- A credible, collaborative, and consultative leader, capable of building strong, trusting relationships.
- Decisiveness combined with a facilitative style and the ability to effectively explain decisions and bring clarity to complex issues.
- Creativity, empathy, and curiosity as a leader.
- A high energy level and the capacity to balance multiple priorities while being responsive.
- Excellent interpersonal and written communication skills with the capacity to communicate and collaborate effectively with all levels of the University and in committee environments.

Salary: Commensurate with experience

If you are interested in this opportunity, contact Dr. Jennie Massey at jmassey@kbrs.ca, Kyle Steele at ksteele@kbrs.ca, or Debra Clinton at dclinton@kbrs.ca or submit your full application package online at <https://www.kbrs.ca/Career/16429> by clicking the “Apply Now” button.