



Associate University Secretary (Board of Governors)

Permanent, full-time position – Guelph, ON

The **Office of the University Secretariat** at the **University of Guelph (U of G)** coordinates and facilitates the activities of the Board of Governors and of the Senate, and their committees, subcommittees, councils, boards, and student judicial hearing and appeal committees, to ensure the effective, efficient operation of the University's bicameral system of government. The Secretariat is also responsible for institutional compliance with the provincial Freedom of Information and Protection of Privacy Act (FIPPA), and for providing timely, accurate, objective information, advice, interpretation and application of policy and legislation as it relates to access to information and privacy or the University of Guelph Act (1964). This makes the role of **Associate University Secretary (Board of Governors)** an interesting and high-profile career opportunity.

Reporting to the University Secretary, you will serve as the primary adjunct and deputy to the University Secretary in providing leadership and management for the overall operation of the University Secretariat. As the senior advisor to the Secretary with respect to matters related to the Board of Governors, you will directly support and guide the governance and deliberative processes of the University by providing timely information and advice on policies, precedents, procedures and protocol for the Board, and have overall responsibility for all Board standing and ad hoc committees. This requires a thorough knowledge of developments in areas related to a committee's mandate, briefing and advising committee chairs (senior members of the Board of Governors), and coordinating the preparation for, and follow-up to, meetings (including agendas and supporting material, and the legal written record of the meetings). You will also liaise between governing bodies for which you are responsible, and those constituencies affected by the work of a particular committee, which often entails reviewing, and advising chairs and members of senior administration on, draft policies and procedures, and on the appropriate procedures and processes to follow in submitting material for approval. Additionally, you will be expected to undertake research on various issues, as required, identify and assemble material related to a committee's work from a variety of sources, and oversee special departmental projects, as assigned.

As Associate University Secretary (Board of Governors), you may also serve as an advisor in relation to other areas within the Secretariat mandate, including student judicial services, compliance, policy, some access/privacy matters, and governance services in support of select Senate committees. This will enable you to acquire and retain sufficient knowledge of the full range of Secretariat operations to allow service in a back-up capacity to the University Secretary and other Associate University Secretaries (Senate and Compliance/Special Projects). Often, there are significant overlapping issues/matters arising and there are peak times when you will act as, or on behalf of, the University Secretary.

To be successful in this pivotal role, you will both bring and obtain specialized knowledge related to the mandate of the Board of Governors and its standing and ad hoc committees, and the political context in which they operate; as well as depth and clarity of thought and the ability to think strategically, and to provide leadership within the Secretariat and more broadly within the University. Responsible for providing advice to the President, senior administration, and senior members of the Board of Governors, you will call on your ability to forge productive relationships at all levels of the University, inspire confidence and gain respect generally among constituencies served, negotiate and influence change, and apply knowledge of people and practices to improve established processes.

Utmost levels of tact and diplomacy are required to provide advice and deal with sensitive issues that arise on a regular basis. As is the case with all members of the University Secretariat, you will maintain the highest levels of professionalism reflecting the confidential nature of many aspects of the work of the Secretariat and the high level of accuracy demanded in relation to the governance bodies of the University.

QUALIFICATIONS

To be considered for the position of **Associate University Secretary (Board of Governors)**, you will

need a meaningful combination of strategic decision-making and problem-solving skills and sound judgment, diplomacy and collegiality, with a profile that includes:

- Completion of a master's degree or other graduate or professional education in governance, public policy, or law, combined with a minimum of six years' relevant and broad experience in a university setting, or an equivalent combination of education and experience.
- High levels of judgement and decision-making skills, superior research capabilities and problem-solving skills, and exceptional oral and written communication skills.
- High levels of tact, diplomacy, discretion, patience, adaptability and collegiality.
- The ability to think strategically, analytically and critically, with a track record and demonstrated ability to provide strategic advice on high-impact and time-sensitive matters.
- The ability to work well under pressure and respond effectively to competing demands and often-changing or competing priorities.
- A thorough understanding of university governance processes and governance best practices, related legislation, policies and procedures, and government processes, and experience with policy implementation and interpretation will be considered strong assets.

*The **University of Guelph** (www.uoguelph.ca) is one of Canada's leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.*

To view a detailed posting for the role of Associate University Secretary (Board of Governors), including application instructions, please go to our website at www.uoguelph.ca/hr/careers. Applications, quoting **Hiring #2022-0816**, must be sent to: careers@uoguelph.ca.

At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.
