

Vice President, Corporate Affairs and Governance

Tyndale University invites inquiries and applications for the position of Vice President, Corporate Affairs and Governance

Tyndale University: Tyndale is a Christian university that prepares leaders for work in the private, public and not-for-profit sectors, ministry and the global mission of the church. Tyndale is a trans-denominational, multi-ethnic, and multi-cultural Christian university dedicated to working for unity in the midst of difference. We believe that every person is made in the image of God. Tyndale offers fully accredited programs in a wide range of disciplines at both the undergraduate and graduate levels. Currently, there are over 1,600 students representing over 40 denominations and 60 ethnic backgrounds and over 13,000 alumni. Founded in 1894, Tyndale is located in Toronto, Ontario, Canada.

Mission Statement: Tyndale University is dedicated to the pursuit of truth, to excellence in teaching, learning and research, for the enriching of mind, heart and character, to serve the church and the world, for the glory of God.

Additional information about Tyndale University can be found on our website, www.Tyndale.ca.

1. POSITION PURPOSE:

The Vice President oversees the Corporate Affairs and Governance Department, with the primary objective of ensuring the University sustains strong and effective corporate and governance practices. The incumbent is a member of the University Cabinet.

The Vice President is responsible for providing innovative leadership within the department that supports the mission, values and strategic priorities of the University. The role includes managing a multi-disciplinary department and establishing a pattern of effective and collaborative cross-functional relationships both within the University and beyond. The incumbent will be at the forefront of maintaining current policies and procedures, managing risk, impartially advising on legal, government, and audit functions, and providing an authoritative source of institutional memory for the University community.

This is a newly established department. Consequently, year 1 is expected to focus on clarifying the structure for the department that will best serve the University, and confirming and prioritizing the establishment and staffing of additional positions for the department.

2. PRIMARY RESPONSIBILITIES:

The Vice President is responsible for ensuring that Tyndale has the appropriate corporate affairs and governance practices to facilitate the achievement of long-term strategic priorities and respond to operational matters as they arise in order to effectively serve the University community.

Leadership and Administration

- Ensure the effective creation and development of this department in alignment with the mission, values and strategic priorities of the University.

- Establish and maintain policies, standards, and processes in collaboration with stakeholders across the university.
- Develop and manage training, education and awareness in relevant areas for faculty, staff, and/or students, as appropriate.
- Ensure the university is compliant with relevant legislation and regulations (e.g., FIPPA) and industry practices.
- Identify, nurture and achieve goals and priorities for the department in line with Tyndale's overall mission and the Strategic Plan.
- Provide leadership, coaching and strategic direction to department employees, including establishing, implementing, and monitoring achievement of employee objectives.
- Develop and manage the departmental budget so as to maximize outcomes while maintaining efficiencies.
- Manage risk appropriately, and maintain transparency, as appropriate.
- Chair and/or serve on committees as assigned.
- Serve as a member of University Cabinet, enabling timely, informed, responsible, and creative decisions that optimize the generation, development and use of institutional resources (financial, physical, and human), manage risk appropriately, and maintain transparency, as appropriate.
- Serve as the Chief Privacy Officer, including managing institutional investigations and responses to privacy breaches.

Community Participation and Development

- Be visible as an active participant in the life and experience of the University community.
- Build a thorough understanding and awareness of Tyndale University specifically, and Christian higher education generally, in order to effectively serve the people and functions of the university.
- Create and sustain the infrastructure and environment required to facilitate, nurture, and support departmental excellence.
- Represent the SVP Administrative and Support Services, as requested.
- Lead special strategic projects, task forces, research at the request of the SVP Administrative and Support Services.
- Establish and nurture collegial connections with other academic institutions and organizations in both the public and private sector.
- Function as the conduit to relevant external agencies and governance bodies.

3. POSITION QUALIFICATIONS:**Education**

- Master's degree or equivalent, (i.e. MA, MBA, MSW, CPA)

Experience

- 13 to 15 years related experience
- A track record of effective and visionary leadership
- An accomplished leader with proven experience with budgeting and human resource related matters
- Demonstrated commitment to collegial decision-making processes

- Experience in higher education is preferred
- Substantial leadership experience in corporate affairs and governance
- The capacity to work effectively with external communities, such as government agencies and faith-based constituencies

Skills and Abilities

- Able to articulate departmental goals aligning with the institutional vision and mission
- Able to motivate, inspire and mentor others
- Able to work independently as well as part of a team
- Demonstrated capacity to promote the highest standards of professional practices and personal integrity
- Demonstrated conflict resolution skills and ability to work effectively and productively within and across functional areas
- Proven ability to lead constructive debate in collegial decision-making processes
- Strong communication and problem-solving skills
- Strong inter-personal and customer service skills with the ability to be a persuasive, professional advocate for the organization
- Strong leadership abilities, including the ability to build capacity, be an agent of change within the framework of organizational values and traditions

Personal Characteristics

- Committed to confidentiality, accountability and integrity
- Committed to Tyndale's mission, values, statement of faith and community standards statements
- A confident self-starter with strong leadership and teamwork
- Result-oriented individual that balances quality, consistency, and flexibility
- Performs ethically and honorably in both simple and complex issues
- Open, transparent, trustworthy, and respectful in all interpersonal relationships
- Passionate about higher education and desirous to play a key role in preparing students to become exceptional members of society
- Passionate about serving family, church, work, and community
- Professional, tactful, and politically savvy
- Respectful, supportive, and appreciative of cultural and ethnic diversity

Physical and Mental Demands

- Highly demanding environment which requires constant scanning for issues and challenges against multiple priorities, threats and demands on limited resources
- Moderate to high levels of stress that may result from dealing with emergencies, personnel issues, negotiating and liaising with multiple deadlines, demands
- Position is performed in a standard university office environment and work situation
- Significant workload involving complex issues, requiring decisions critical to the institution
- Work outside of regular business hours

How to Apply:

Interested applicants should send a letter outlining their interest and qualifications for the position, a statement of faith including how this is incorporated into their leadership, and a complete

curriculum vitae. The names and contact data for referees will be required once initial screening is complete. Review of applications will begin May 1st, 2022 and continue until the position is filled. The anticipated start date is September 5th, 2022. Only those selected for an interview will be contacted. All qualified candidates will be considered. However, Canadian citizens and permanent residents will be given priority.

Questions and applications can be submitted in confidence to Tyndale University Human Resources at employment@tyndale.ca. Tyndale University provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Should you require assistance, please contact the Human Resources Department at employment@tyndale.ca. Applicants selected for an interview who require accommodation during the selection process are asked to advise accordingly upon the invitation for an interview.