

## University Secretary

Western University invites applications, nominations, and expressions of interest for the position of University Secretary, with the appointment to begin by March 2021, or at a mutually agreeable time. This is a significant opportunity to facilitate effective governance contributing to the best interests of the entire University.

With an enviable national reputation and an expanding international profile that ranks among the top 1% of universities world-wide, Western is a founding member of Canada's U15 and serves as a hub for more than 500 international research collaborations. Western's main campus community is home to more than 1,300 full-time faculty, 2,500 administrative staff, and approximately 34,000 students — 6,200 of whom are enrolled in graduate-level programs. International enrolment includes approximately 2,900 undergraduates and 1,700 graduate students representing 128 countries of origin.

The University consists of 12 Faculties/Schools and three affiliated university colleges (Huron, Brescia, and King's), which collectively offer more than 400 undergraduate program specializations and more than 50 Doctoral and 80 Master's degree programs.

Reporting to the President & Vice-Chancellor and the Chair of the Board of Governors, the University Secretary is Western's most senior advisor on governance issues. The University Secretariat's mission is to ensure the effective, efficient operation of the University's 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 facilitator, advisor, and relationship-builder, the University Secretary acts as a liaison between the decision-making bodies of the Board of Governors and the Senate and the senior leaders of Western University. The University Secretary coordinates and facilitates the activities of the Board of Governors and Senate and leads the long-term planning and management of the University Secretariat, including Convocation, and Appeals and Discipline. Additional information is available at [www.uwo.ca/univsec/](http://www.uwo.ca/univsec/).

The successful candidate will be an experienced governance executive with a strong understanding of university operations and processes. They will have extensive experience providing advice and support to governing bodies and executives within a complex public-sector setting. They will have a proven track-record of engaging, collaborating, and building consensus with a wide variety of stakeholders. A commitment to equity, diversity and inclusion will be essential. They will possess outstanding judgement, leadership, management, communication, and interpersonal skills. As a guardian of process and respecter of precedent, the successful candidate will also be a creative problem-solver who facilitates solutions while displaying the utmost neutrality in their activities.

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. The University provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, Canadians and Permanent Residents will be given priority.

The search committee will begin consideration of candidates immediately and will continue until the role is successfully filled. Applications should include a letter of interest, curriculum vitae, and the names of three supervisory references (who will not be contacted without the consent of the candidate), and should be submitted electronically, in confidence, to the University's executive search consultants:

**Laverne Smith & Associates Inc.**  
[WesternSecretary@lavernesmith.com](mailto:WesternSecretary@lavernesmith.com)

*Western is situated on the traditional territories of the Anishinaabek, Haudenosaunee, Lunaapeewak and Attawandaron peoples.*