1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>998724</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Manager, Finance &amp; Administration</td>
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<tr>
<td>Department</td>
<td>Faculty of Humanities</td>
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<tr>
<td>Reports to</td>
<td>Dean, Faculty of Humanities</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 1  Indirect 10</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 12</td>
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<tr>
<td>Last Updated</td>
<td>August 2018</td>
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2. Position Summary

The Faculty of Humanities is a dynamic and multi-faceted community of people. We thrive in a culture based on excellent teaching and world-class scholarship, innovation and professional practice. We are committed to serving a diverse student population that hales from the breadth of our province and country, and countries around the world. The Faculty offers undergraduate and graduate programs, as well as diploma programs.

Reporting directly to the Dean and working in collaboration with the Associate Dean(s), Centre Directors, Programme Directors, Chairs and the Academic Administrative officers of the departments, the Manager participates in the planning, development, implementation and evaluation of goals and objectives for the faculty and supports their alignment with the faculty and university strategic plans. The position evaluates and identifies changing needs and recommendations change for related internal process and procedures driven by operational and strategic requirements.

This position is responsible for the coordination and management of the financial functions of the Faculty, including budget analysis, short and long-range financial planning, preparation and developing recommendations on an operational budget of $21 million. This includes the administration and management of departmental research and specific purpose budgets.

The Manager provides administrative support to the faculty in areas of office management, budget administration, staff selection and supervision. This position serves as a resource on a daily basis for information on a wide variety of academic, financial, administrative, human resources and systems processes across the Faculty, and provides senior level administrative functions in areas of business and human resources including resolving problems and conflict.

This position analyzes sessional sections for the Faculty ensuring departments do not exceed sessional replacement allotments, calculates fiscal and annual study leave salary recoveries, and negotiates with the budget office when discrepancies arise. This position compiles data and monitor Summer Studies EET’s (Equivalent Enrolments Taught) statistics for the Faculty.

The Manager supervises the Dean’s office support staff and acts as the liaison person for internal and external community in the provision of information and direction.

3. Key Responsibilities and Expectations
<table>
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<tr>
<th>Key Responsibilities.</th>
<th>Expectations:</th>
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<tbody>
<tr>
<td>Overall operational management of the financial function of the Faculty 60%</td>
<td>• Collaborate with the Dean of Humanities and the two Associate Deans on details related to the annual Faculty budget submission and work independently to execute the plan with all new Dean Funds accounts. • Collaborate with the Associate Dean Academic on details relating to EET’s, monitoring low enrollments class for all Humanities departments and provide recommendations • Develop strategic financial plans in collaboration with the Dean for the Faculty, identify trends, and forecast income streams and expenditure levels for current and future activities • Prepare departmental operating budgets based on the strategic financial plans, establish fiscal targets for departmental operations, and ensure that departments meet their fiscal goals • Support the development, implementation, monitoring and analysis of all financial functions, including accounting, budgeting, and financial planning • Assess and determine the financial feasibility of departmental initiatives • Provide recommendations on the allocation of funds and the resolution of fiscal concerns • Develop carry-forward budgets in collaboration with the Dean for all accounts and executes approved plan • Analyze financial data for all departments, identify potential risks and issues, take action where necessary and inform or provide recommendations and solutions to the Dean and Chairs. • Authorize new budgetary accounts and budget transfers to ensure proper placement of funds • Develop systems and reports that best serve Humanities financial needs and revising those systems and reports in light of changing needs and circumstances • Prepare monthly financial and programming reports; classify, record, and summarize numerical and financial data; interpret and communicate financial information; prepare budget reports for Committees; and supervise the preparation and presentation of all financial reports • Compile and maintain financial records for all accounts as per University’s Records Management policy • Provide financial advice and guidance to the Dean, Chairs, Administrative Officers, senior department assistants and faculty members • Provide training, guidance and advice to departmental administrative staff and faculty on the application of University’s and the Dean’s financial policies, procedures and accepted accounting procedures • Provide leadership to faculty to develop strategies to meet research goals within budget allocations, establish new accounts, collaborate with the Development Officer and Research Services on the accounting and flow of external funds related to faculty appointments and research infrastructure/operations, and monitor and coordinate annual research and external relations income • Monitor HCMC (Humanities Computing &amp; Media Centre) on research account project pricing in-line with Research Accounting policies</td>
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- Serve as liaison to and consult with Vice-President Academic’s office, Budget Office, Personnel/Payroll, and Research Office to ensure proper budgetary allocations and administrative matters
- Attend meetings with the Associate Dean Academic, department Chairs and their senior staff regarding the Defined Teaching Capacity (DTC), contribute to the design and formulation of the DTC spreadsheet and respond to questions
- Manage and evaluate departmental annual requests of sessional appointments, authorize recommendations, and oversee sessional budget allocations
- Determine and initiate procedures for salary recoveries on faculty leaves and vacant faculty positions to establish budget implications
- Manage Faculty Lansdowne endowment accounts, Faculty-level endowment accounts and Scholars’ Fund for new faculty
- Oversee Faculty Summer Session budget and offering authorization
- Work with incoming faculty, advising them of their entitlements and approve expenditures as stipulated in the FFA, Faculty Framework Agreement
- Determine and authorize new office equipment and replacement needs

| Department management and executive level administrative support to the Dean, faculty, staff, students and external community 20% | Manage the day-to-day operation Dean’s Office
| Represents the Dean by serving as the Management Co-Chair of the Faculty of Humanities Joint Local Safety Committee. Works on behalf of management interests to ensure committee concerns and recommendations are appropriately resolved with the authority to act
| Provide the Dean with accurate information for the appointment of faculty members including the preparation of letters of offer, policies, stipends and salary and research support funds: liaise with the VPAC office as required
| Maintains the Faculty of Humanities Business Continuity Plan as required by VP Finance and Operations
| Works collaboratively with the Dean to complete the annual Strategic Risk Register report for submission
| Facilitate and coordinate activities from multi-sector organizations
| Plan, coordinate and develop the activities identified by the faculty and ensure priority issues and deadlines are dealt with appropriately
| Provide the pertinent “forward thinking” data required for program planning including tracking enrolments, ensuring our internal statistics (EETS, headcounts, course offerings) are in sync with Institutional Analysis figures
| Respond to inquiries and correspondence on behalf of the Dean from a variety of sources, resolve issues and/or identify urgent matters and important inquiries for redirection and appropriate actions
| Coordinate and allocate space as required to departments and researchers
| Perform or carry out special projects as required by the Dean in relation to operational matters, faculty initiatives or |
| Human Resources Management 10% | • Supervise office staff including hire, establish performance standards, assign and evaluate work, performance management, discipline, leave management, etc.  
• Coach and develop staff including the oversight of professional development opportunities and career planning  
• Develop and administer training and orientation plan for new employees/faculty  
• Produce human resources data and reports  
• Liaise between Human Resources and other personnel support services for personnel concerns, disciplinary actions, and dispute resolution and termination as needed  
• Liaison with the Accounting Office, and Research Services regarding reimbursements and research time release  
• Authorise and approve staff appointments and extensions in compliance with funding regulations  
• Approve, complete/verify personnel/payroll forms for staff & students  
• Provide confidential support/advise to departmental staff and faculty on personal difficulties and directing them accordingly  
• Provide advice and guidance to the Dean, Chairs, Directors, Administrative Officers and senior secretaries with regard to human resources issues and interpretation of the Framework Agreement, the various collective agreements or terms of employment policies.  
• Ensure that the policies within the Framework agreement are adhered to, and provides interpretation.  
• Act as resource person to Chairs, Administrative Officers, Senior Secretaries and faculty on study leave entitlements, reappointments, Promotion and Tenure  
• Supervise and coordinate activates of workers engaged in the processing of financial records  
• Ensure personnel files are maintained for entire faculty  
• Act as Faculty or Dean representative on hiring committees |
| --- | --- |
| Information and Communication 10% | • Maintain multiple reporting relationships among HCMC group, Chairs, department secretaries and faculty for both process and financial reports  
• Develop internal and external communication strategies that encourage all employees to participate in formulating and implementing Humanities goals and strategies  
• Monitor and evaluate the effectiveness of communication strategies  
• Act as the “Public face” of the Faculty providing advice and guidance with respect to Faculty and University practices and policies  
• Represent the Faculty within the University with respect to general day to day business  
• Represent the Dean or Faculty on committees or at meetings  
• Provide leadership to employees in implementation of goals and strategies within their respective areas of responsibility  
• Maintain effective communication with the departmental |
4. Classification Factors:

Problem-Solving:
Responsibilities require effective analysis and handling of situations, policies, procedures and past precedents to address problems, develop strategies, and provide advice. Data gathering and management requires in-depth analysis of complex and variable problems as well as critical thinking and judgment to identify efficient and effective budget scenarios that require investigation and interpretation to develop recommendations and solutions.

The Manager is required to lead finance related change initiatives and develop, implement and support new or modified approaches, practices and processes in the Faculty. This also requires continuous analysis of the change process to make necessary adjustments to maximize effectiveness.

The Finance Officer is required to lead administrative and human resource initiatives and develop, implement and support new or modified approaches, practices and processes in the Faculty.

Responsibility for Financial & Material Resources:
Considerable independence and authority is provided when executing responsibilities of this position; this position holds authority, as delegated by the Dean. The Manager approves financial expenditures related to the daily operation of the Office of the Dean of Humanities. The Manager is responsible for the accurate and unmonitored execution of budget transactions for a Faculty with a combined budget of over $21M. Also responsible for making recommendations on budget allocations and expenditures requiring detailed specifications and financial costing. Holds purchasing limit of $10,000.

Responsibility for Human Resources:
Directly supervises Dean’s office staff, and provides direction, coaching and guidance to department Administrative Officers and departmental secretaries.

Impact of Decisions and Actions:
Financial and related project goals and objectives are set by the Dean and Associate Dean(s). Individual actions and decisions have a major impact on the objectives and/or results of the academic/programmatic and financial and analytic services provided for the Faculty of Humanities. The Manager is central to the financial functioning of the Faculty of Humanities and the Office of the Dean by supporting the management of the Faculty’s operating budget and acting as the operational contact in the Faculty for all finance and accounting related issues and follow up with key stakeholders as required. Represents the Faculty as a liaison with the Vice-President Academic’s office, Budget Office, Payroll and Research Services on financial matters.

The Manager works in partnership with stakeholders to continuously seek to improve financial processes and procedures within the Faculty.

The Manager supports the Faculty’s academic and resource allocation planning and decision-making processes (including research, financial, personnel, capital, information technology, etc.).

Independence:
The Manager works collaboratively with the Dean and Associate Dean(s) of Humanities in the development of methods, practices and procedures within broadly defined faculty policies, while also working within the University’s financial and human resources policies and
procedures. Takes independent initiative and responsibility for implementing plans to achieve goals, and acts independently in the daily management and administration of the Faculty's budget.

The Manager takes direction from the Dean and Associate Dean(s) in defining the scope of the analytics required, but the Dean and Associate Dean(s) rely on recommendations made by the Manager as a result of the analyses.

5. **Summary of Qualifications:**
This position requires a Bachelor's degree in Business, Public Administration or other appropriate discipline plus a minimum of 5 years of administrative and financial management and supervisory experience, or an equivalent combination of education, training and experience gained in a post-secondary or similarly large, complex and unionized environment.

In addition this position requires:
- Accounting experience and sound knowledge of financial management, including knowledge of financial accounting systems, principles and practices
- Developing reports for obtaining critical data and establishing and evaluating metrics
- Sound judgement and discretion in handling sensitive information, engenders trust and respect from others, protects confidential information, and is accountable for his/her actions and decisions.
- Thorough knowledge and understanding of University policies, procedures, and protocols in labour relations, bargaining agreements, Human Resource Reporting, risk management, facilities and space, health and safety and emergency response.
- Strong leadership, coaching and interpersonal skills to help build, manage, and maintain a collaborative and team-based work environment.

Competency requirements include:
- Excellent analytical, critical thinking and problem solving skills
- Superior communication skills, both written and verbal, with superior conflict management skills
- Ability to build and maintain productive working relationships with all stakeholders
- Ability to work independently and collaboratively in a team environment
- Proven track record achieving project goals on time and produce deliverables of a high quality
- Ability to work effectively with a diverse population and with all levels of university personnel, demonstrating diplomacy and tact
- Demonstrated administrative and organizational skills, with ability to exercise independent judgement
- Demonstrated leadership, supervisory skills and the ability to inspire a team

<table>
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<th>Employee's Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Manager's/Supervisor's Signature</td>
<td>Date:</td>
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