

# BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## POSITION DESCRIPTION

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**POSITION:** Associate Director, School Operations

**DEPARTMENT:** School of Health Sciences

**REPORTS TO:** Dean, School of Health Sciences

**DATE:** June 2019

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### POSITION SUMMARY:

Provides direction and leadership to the School's operations, involving financial, human resource, business process, and facilities functions in alignment with the Institute's/School's Strategic and Educational Plan. Participates as a member of the School's leadership team, advising and making recommendations on key decisions. Develops and implements financial and other operational strategies, practices, policies, and processes. Facilitates development of operating and capital plans, including development, oversight and reporting of related budgets and forecasts. Implements the necessary controls to identify and mitigate risks. Oversees communications strategies and manages internal and external operational relationships for the School. Leads initiatives to optimize operations. Working with the Finance and Academic Offices, provides leadership to a team of financial and operational professionals and administrators.

### KEY ACCOUNTABILITIES:

- Participates as a member of the School's educational leadership team, providing input to development of strategies, advising and making recommendations on financial and other operational decisions, and sharing responsibility for School achievements and success.
- Provides direction and leadership to the School's operations, involving financial, human resource, business process, and facilities functions. Leads integration of enrolment plan to the School's budget and makes recommendations to mitigate challenges. Delivers specialized expertise to address the School's unique operational requirements.
- Develops and implements financial and other operational strategies, practices, policies, and processes in consultation with the Dean. Leads improvement initiatives aimed at optimizing operational efficiency, increasing revenues, and managing costs.
- Facilitates development of operating and capital plans in collaboration with the School's leadership team. Involves development, oversight and reporting of operating and capital budgets and forecasts, and includes specialized reporting, analysis and cash flow projections.
- Provides financial support to development of enrolment plans, business cases for the School's projects and initiatives, and new program proposals for ministry funding submissions.

- Oversees the School's day-to-day transactions related to accounting, procurement, contract administration, payroll, and other operational processes including research, industry services, part-time studies, donations, hiring, and facility improvements. Directs all related analysis, data integrity, metrics and reporting.
- Implements the necessary plans and controls to identify and mitigate financial and other operational risks, including all aspects of business continuity and emergency response. Ensures operational compliance with Institute policies, processes and collective agreements, industry best practices, and provincial and federal regulatory requirements.
- Ensures the School's leadership team is kept apprised of financial and other operational matters that could impact achievement of the School's goals. Develops reports and delivers presentations on achievements, challenges and emerging issues.
- Oversees the School's communications strategies, communicates Institute-wide initiatives, and manages operational relationships. Ensures staff, students, and key stakeholders have ready access to important information, services, and outreach activities, and leads resolution of related issues.
- Leads and/or contributes expertise to School initiatives and special assignments in support of school and Institute goals. Also represents the School on internal and external initiatives, committees and advisory groups.
- Liaises and communicates with provincial and federal government, industry associations, and partners for School funding applications, contracts and other operational matters. Ensures all reporting is accurate and in compliance with funder requirements and timelines.
- Researches and maintains awareness of emerging trends and best practices, identifying opportunities to enhance financial and other operational functions and to support achievement of the School's goals.
- Manages directly and indirectly reporting staff, overseeing and participating in selection, coaching, mentoring, development, performance management and all other people-management practices.

## **QUALIFICATIONS & REQUIREMENTS**

- Bachelor's degree in business or commerce with a focus on finance, accounting, and business management.
- Professional accounting designation (CPA) or Master's degree.
- Minimum 6 – 8 years' experience at progressive levels of responsibility, including a leadership role in finance, human resources and complex project management, preferably in a post-secondary setting.
- Advanced knowledge of financial and operational management
- Advanced strategic planning skills, with ability to facilitate development of operational and capital plans and related budgets.
- Advanced project management skills with demonstrated ability to manage projects with complex budget, resource and staffing requirements.
- Advanced business acumen with ability to exercise sound and critical judgment and make high level strategic and operational decisions.
- Excellent communication, interpersonal and customer service skills with the ability to establish and sustain relationships, develop rapport with internal and external stakeholders, and work with staff at all levels.

- Advanced analytical skills with ability to direct research, analysis, and development of complex reports.
- Advanced people leadership skills with ability to build and manage teams in a unionized, public sector environment.