Manager, Business Operations and Human Resources

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Manager, Business Operations and Human Resources

Computing and Communications Services

Hiring #: 2016-0226

Please read the Application Instructions [2] before applying

Computing and Communications Services (CCS) is the central IT department on campus, providing IT infrastructure and central technology services to the University of Guelph community. CCS has a progressive organizational culture, including a strong learning and development focus, and is committed to its core values: service culture, integrity, individual leadership, teamwork, agility and communication.

Reporting to the CCS Associate Director, IT Strategy and Partnerships, the Manager of Business Operations and Human Resources is responsible for all financial and human resources activities and administration for the seven departments that make up Computing and Communications Services (CCS). The successful candidate is a vital member of the CCS Management Team and participates in all organizational development activities including developing and communicating a vision, strategic planning, project management, policy and cultural development.

As part of the CCS Management Team, the Manager, Business Operations and Human Resources provides proactive decisions, advice and analysis toward complex organizational activities ranging from resource allocations, human resource management issues, financial planning and budgetary allocations, contractual and vendor agreements and negotiations. The Manager, Business Operations and Human Resources provides key operational support and expertise inclusive of analysis, options, orientation, and guidance to the management and staff on a wide variety of administrative matters. Furthermore, the Manager, Business Operations and Human Resources liaises effectively with University central authorities (i.e. Human Resources, Occupational Health and Wellness, Budget Office, Procurement, Revenue Control) and other departments on campus. The Manager has a team of three reports and is responsible for all aspects of staff leadership and supervision.

The position is responsible for providing financial and budget expertise, driving the fiscal life cycle, budget updates, reports and submissions to Financial Services; acting as the liaison with Purchasing Services on RFPs and contracts and vendor negotiations; providing advice and guidance to CCS managers and acting as a consultant in matters related to fiscal management; bringing business perspective to the group and assisting with the management of the campus infrastructure, services, and client support environment to ensure performance, services, and reliability meet the agreed upon standards; participating in the annual forecast presentations as well as financial year-end presentations inclusive of the institutional multi-year Infrastructure Budget report; acting on behalf of the directorate and alongside of service Managers in matters related to recruitment, professional development and assessment, training, staff relations including attendance at grievance meetings, 

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ensuring collective agreements are honoured, hiring and reclassification activities are undertaken; providing input on the strategies and implementation of new business practices that impact personnel; preparing all CCS job postings and job evaluation requests; acting as a liaison between HR and the rest of the Managers on wide ranging and complex HR matters.

Requirements of the position include: university degree in a related area (i.e. business, commerce, human resources, and business administration) and the professional accounting designation (CA/CMA/CGA/CPA) along with up to four years of financial management experience in a complex environment or an equivalent combination of education and experience. Graduate level degree (MBA) and HR certification (i.e. CHRP) is preferred. Demonstrated experience in finance, budget, and human resource management and related policies. Proven ability to interpret and analyze financial data and to communicate related information to individuals with varied background and knowledge. Comprehensive knowledge of budgeting techniques, human resources, and other business practices. Capability to manage multiple conflicting priorities and prioritize a heavy workload while working under pressure and tight deadlines. Superior ability to maintain confidentiality when dealing with sensitive matters and to exercise sound judgement and tact.

Experience in a higher education institution and/or an Information Technology environment is an asset. Familiarity with University administrative management systems, collective agreements and association agreements is preferred. Additional requirements include: strong analytical ability; excellent interpersonal and communications skills; demonstrated aptitude in superior planning, administration and people management; proven track record in leadership competencies centered on big picture orientation by implementing best practices and solutions to continually improve operations; ability to negotiate in challenging situations with both internal and external stakeholders to achieve desired results; strategic thinking to improve performance and create innovation; teambuilding to foster collaboration and an environment to engage and develop others to work congruently toward achieving common goals.

Position Number        400-164
Classification             P04*

*Tentative evaluation; subject to committee review.

Posting Date:  2016 06 10
Closing Date:  2016 07 15

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[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply