Governance Officer

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.

Governance Officer

University Secretariat

Temporary full-time from November 1, 2016 to January 15, 2018
Temporary absence of the regular incumbent

Hiring #: 2016-0368

Please read the Application Instructions before applying

The University Secretariat is responsible for the efficient and timely operation of the University’s bi-cameral governance system comprised of the Boards of Governors, Senate and their respective standing committees; as well Student Judicial Services, the University’s Privacy Office, and institutional policy oversight.

Reporting to the University Secretary, the Governance Officer is responsible for the management of a range of governance-related activities and office functions, including oversight of work assignments to governance assistants, all of which support the fulfillment of the University Secretariat’s responsibilities for the effective and efficient operation of bi-cameral governance processes at the University of Guelph. The role is responsible for management of operational functions related to Student Judicial Services and holds primary responsibility for oversight of administrative processes related to non-academic appeals; and acts as primary back-up to the Judicial Officer for processes related to academic appeals.

The Governance Officer is also responsible for supporting the administration of the University’s obligations under the Freedom of Information and Protection of Privacy Act (FIPPA), including receiving and responding to requests for access to information, privacy incidents and conducting research. The incumbent also oversees the election of faculty, staff and students to the Board of Governors and Senate, administers the annual evaluation processes and related reporting, and provides operational support to the Governance and Human Resources Committee of the Board of Governors.

In addition, the Governance Officer is responsible for management of the University Secretariat office including budget monitoring and oversight, managing human resources functions and processes, oversight of the University Secretariat website and related social media accounts, oversight of records management protocols and processes, and systems support. Working in a fast-paced, client-oriented team environment, the position is involved in responsibilities for functions that cover the full spectrum of the University Secretariat’s responsibilities.

Requirements of the position include: an undergraduate degree, with a minimum of four years related work experience, or an equivalent combination of education and experience. Experience
with University of Guelph systems including Qualtrics, Office 365 and FRS are preferred as is a strong working knowledge of University of Guelph policies and procedures, as they related to academic and non-academic misconduct. Knowledge of privacy legislation and related obligations are an asset. The ideal candidate will possess excellent skills in the areas of organization, communication, client focus and analytical and creative thinking, along with highly developed interpersonal skills. Candidates should demonstrate professional judgment, tact, diplomacy and the ability to work both proactively and reactively under tight timeframes and competing priorities. Very strong computer skills, as well as strong analytical, financial and management skills are all essential to this position.

Covering Position Number       017-017
Classification                            P03*
Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

Posting Date: 2016 09 07
Closing Date: 2016 09 14

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