Manager, Business Operations

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Professional and Managerial Group

Manager, Business Operations

Open Learning and Educational Support

Hiring #: 2018-0519

Please read the Application Instructions [1] before applying.

Open Learning and Educational Support is an integral part of the University of Guelph’s learner-centered and research-intensive mission.

As leaders in education, we create innovative and relevant educational opportunities that meet the learning needs of a local and international audience. We are guided by learner-centered principles that are reflected in our diverse programs and rich learning experiences for traditional and lifelong learners. We intentionally integrate pedagogy with technology in the design, development and delivery of our educational programs. Through research and collaboration, we engage in scholarship to advance the teaching and learning mandate of the University.

Reporting to the Director, the Manager, Business Operations will provide expertise in three key areas of business: financial management, human resources and administration. More specifically, the Manager, Business Operations will develop budgets, financial forecasts and financial strategies that are reflective of the department’s financial structure and support the achievement of the cost recovery/revenue generation mandate; develop, recommend and implement strategic financial plans for collaborative business partnerships; draft formal agreements with internal and external organizations, prepare interim, month end and year-end financial reports; provide financial expertise to a team of managers; provide leadership and guidance on human resource strategies including recruitment, hiring, orientation, goal setting, performance management, policies and procedures; provide expertise and leadership on internal and external committees as required; support the effective use of physical resources and allocation including space, furniture, tools and equipment and provide expertise to special projects as assigned.

Requirements of the position include: Undergraduate degree in a related field and several years of related experience or an equivalent combination of education and experience; accounting designation required and human resource designation preferred; expertise in financial management and accounting, human resources and operations management, ability to balance the strategic and tactical requirements of the role, ability to develop and foster effective relationships; meeting facilitation and presentation skills, written and oral communication; contract and proposal writing; organizational, project management, time management and interpersonal skills; computer, internet and related software skills, as well as an ability to work well under pressure and in a fast paced environment.

Position Number 056-028
Classification P05*
Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.
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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[2] https://www.uoguelph.ca/hr/psag2006.htm