Associate University Secretary (Senate)

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Professional and Managerial Group

Associate University Secretary (Senate)

University Secretariat

Temporary full-time from March 1, 2019 to May 1, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0029

Please read the Application Instructions [1] before applying

Reporting to the University Secretary, the Associate University Secretary (Senate) serves as the primary adjunct and deputy to the University Secretary in providing leadership and management for the overall operation of the University Secretariat. The Office of the University Secretariat carries the responsibility for coordinating and facilitating the activities of the Board of Governors and of the Senate, and their committees, subcommittees, councils, boards, and student judicial hearing and appeal committees to ensure the effective and efficient operation of the university’s bicameral system of government. The Secretariat also holds responsibility for institutional compliance with the provincial Freedom of Information and Protection of Privacy Act (FIPPA); and, for providing timely, accurate, and objective information, advice, interpretation and application of policy and legislation as it relates to access to information and privacy or the University of Guelph Act (1964).

The Associate University Secretary (Senate) is the senior advisor to the University Secretary and directly supports and guides the governance and deliberative processes of the University by providing timely information and advice on policies, precedents, procedures and protocol for the Senate, and has overall responsibility for all Senate standing committees and boards. This requires a thorough knowledge of developments in areas related to a committee’s mandate; briefing committee chairs; and coordinating the preparation for and follow-up to meetings, including agendas and supporting material, and the legal written record of the meetings. The Associate University Secretary (Senate) also liaises between governing bodies for which they are responsible, and those constituencies affected by the work of a particular committee, which often entails reviewing and advising chairs and members of senior administration on draft policies and procedures, and on the appropriate procedures and processes to follow in submitting material for approval. The Associate University Secretary (Senate) is expected to undertake research on various issues, as required, assemble background material related to a committee’s work from a variety of sources, and oversee special departmental projects as assigned.

The Associate University Secretary (Senate) may also carry responsibilities for policy oversight, student judicial services, some access/privacy matters, and for governance services in support of select committees of the Board of Governors, so as to acquire and retain sufficient knowledge of the full range of Secretariat operations to allow service in a back-up capacity to the University Secretary.

The Associate University Secretary (Senate) will bring and obtain specialized knowledge related to the mandate of the Senate and its standing committees and boards, and the political context in which they operate; as well as depth and clarity of thought and the ability to think strategically, and the ability to provide leadership within the Secretariat and more broadly within the University. The role often provides advice to members of the University Leadership Team, and requires the ability to forge productive relationships at all levels of the University, to inspire confidence and gain respect generally among constituencies served, to negotiate and influence change, and to apply knowledge of people and practices to improve established processes. Utmost levels of tact and diplomacy are required in order to provide advice and deal with sensitive issues that arise from time to time.

As is the case with all members of the University Secretariat, the incumbent maintains the highest levels of
professionalism reflecting the confidential nature of many aspects of the work of the Secretariat and the high level of accuracy demanded in relation to the governance bodies of the University.

Requirements of the position include: Completion of a Master’s degree, combined with a minimum of six years’ relevant and broad experience in a university-setting, or an equivalent combination of education and experience. Also required are high levels of judgement and decision-making skills, superior research capabilities and problem-solving skills, and exceptional oral and written communication skills. High levels of tact, diplomacy, discretion, patience and adaptability are essential. Broad understanding of University of Guelph academic programs and/or curriculum design, knowledge of university policies/procedures, institutional governance processes and governance best practices, and experience with policy implementation and interpretation will be considered strong assets.

(Covering) Position Number 017-014
Classification P09*
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.

Posting Date: 2019 01 03
Closing Date: 2019 01 16

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