Manager, Business Operations

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Professional and Managerial Group

Manager, Business Operations

Child Care Centre

Hiring #: 2019-0086

Please read the Application Instructions [1] before applying

The University of Guelph Child Care and Learning Centre (CCLC) provides exceptional early learning and care for young children and experiential learning opportunities to post-secondary students. The CCLC has been in operation since 1990 and is licensed for 121 children aged 18 months to 6 years. Our team is committed to ongoing professional learning and reflection to continuously refine our pedagogy of inclusion, family-centeredness, responsiveness, and co-learning.

Reporting to the Director of the Child Care and Learning Centre, the Manager, Business Operations, is responsible for the effective management of the financial and business operations of the CCLC. The Manager of Business Operations allocates the yearly budget and co-ordinates budgetary requests based on a funding model and allocation strategies. The Manager analyzes business decisions, provides financial strategies and is responsible for the departments forecasting and fee increase recommendations. The Manager develops strategic plans for capital projects and supports long-term plans for existing facilities. The Manager provides direction for streamlining functions and processes to ensure both cost and service effectiveness. The Manager is responsible for identifying new revenue sources and executing and reporting on multiple external funding and grant submissions annually. The Manager is also responsible for food service at the centre inclusive of staffing, menu development and food restriction accommodation.

The Manager of Business Operations manages three (3) full time direct reports and provides support in Human Resources Administration for the department.

The Manager is a key advisor for the Director inclusive of: finance; business operations; business strategy; human resources; information technology; and business policy formulation. The Manager undertakes and initiates projects that advance the Department’s overall objectives and creates integrative and collaborative opportunities between department units and establishes partnerships outside of the organization that create important ties, improve processes and strengthen business acumen. As such, candidates for this position must possess the following:

- Demonstrated strength in leadership, decision-making and the ability to build positive and productive external and internal relationships;
- Excellent communication, interpersonal, and conflict resolution skills;
- A high level of diplomacy, tact, and judgement;
- Experience supervising/managing people with a proven ability to motivate staff;
- Skills and experience in strategic planning, financial management, and human resource management;
- Familiarity with the reporting requirements of diverse external and internal funders (e.g. Provincial operating grants, Work study, Canada Summer jobs, other Government of Ontario grants)
- Project management, negotiation and problem-solving skills,
- Ability to deliver high quality work in an environment with overlapping, time sensitive projects and conflicting demands;
- An undergraduate degree, preferably in Business or Commerce combined with a financial designation and several years of related experience, or an equivalent combination of education and experience.
Position Number          339-027  
Classification                P04*  

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 02 07  
Closing Date: 2019 02 14  

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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply  
[2] https://www.uoguelph.ca/hr/system/files/P%26M%20Grid-Oct%2026%2C%202017%20-%20April%2030%2C%202020.pdf  