Senior Manager, Research and Planning

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Professional and Managerial Group

Senior Manager, Research and Planning

Office of Institutional Analysis & Research

Hiring #: 2019-0405

Please read the Application Instructions [1] before applying

The Office of Institutional Analysis and Research serves as advisers and consultants to the University of Guelph in academic activities and decision-making processes. Through quantitative analysis, collection and dissemination of data, we provide assistance to both academic and administrative departments in all aspects of planning, research, enrolment, and budget.

Reporting to the Assistant Vice-President of the Office of Institutional Analysis and Research, the Sr. Manager, Research and Planning is responsible for overseeing the progress and development of the University’s core institutional surveys, planning and evaluation research efforts. The Sr. Manager, Research and Planning supervises all institutional research, planning and policy activities which support; institutional planning, policy formulation, and decision making, directs and manages data collection, data analysis, and research activities relative to institutional research, and directs the compilation of data and manages the submission of required government reports regarding University of Guelph activities. The Sr. Manager, Research and Planning performs the responsibilities of the AVP in his/her absence. As work assignments and issues addressed are confidential, a high level of discretion, tact and confidentiality is required.

Requirements of this position include:

- Masters degree in Statistics, Economics, Applied Mathematics or related field with at least six years related experience, or an equivalent combination of education and experience;
- Excellent quantitative, analytical and problem-solving skills, and an aptitude for research, numerical and policy analysis;
- Must demonstrate strong written and verbal communication skills (presentation and negotiation experience required), along with sound professional judgement, tact and diplomacy;
- Advanced computer skills are imperative including word processing, spreadsheets and other database software;
- A thorough understanding of all aspects of the Ontario post-secondary system including knowledge of the specific environment of the University of Guelph, its policies, organization and processes;
- Knowledge and experience using programs such as Tableau or other data visual tools is an asset;
- Must have previous demonstrated managerial experience;
- Demonstrated ability to incorporate an institution-wide perspective;
- Recognize and handle issues of a politically sensitive and/or confidential nature;
- Work independently and with the cooperation and collaboration of colleagues within the Office, from across campus, or from outside the University, including advising senior leadership;
- Must possess a high degree of commitment to the job, be highly motivated, and well organized to deal with a high volume of work.

Position Number         061-026
Classification               P08*

[1] 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 07 16
Closing Date: 2019 07 30

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