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Professional and Managerial Group

Director, Budget & Resource Planning

Office of Institutional Research & Planning

Hiring #: 2019-0679

Please read the Application Instructions [1] before applying

The Office of Institutional Research & Planning serve 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 support and leadership to both academic and administrative departments for all aspects of key planning activities (e.g., enrolment forecasting, resources), research & policy analyses, and budget planning and support.

Newly aligned under Institutional Research & Planning (IRP) and reporting to the Associate Vice-President (IRP), the Director, Budget & Resource Planning brings a strategic and long-term planning lens to the budget management process at the University, providing evidence-based and strategic advice in support of the development of the university and unit budget plans and ultimately leading the institution toward a larger, multi-year budget model.

Overseeing a team of professional accountants and analysts, the Director provides leadership in the development of policies and procedures for the University operating budget, directs relevant data collection and analysis and works closely with all areas in IRP to ensure alignment and support of unit resource and budget planning. Through close collaboration with Finance, ensures that the elements and workflows key to enabling budget control and supporting financial reporting are maintained.

Critical to success is the ability to build positive professional relationships and work effectively and collaboratively with members of the executive team, college deans, department heads, and budget and financial managers across the university. The Director must seek to understand the different types of programs and services across a variety of functions and business processes that comprise the major resource allocations within operating budgets.

As the ideal candidate, you have several years of leadership experience in budgetary management preferably within a complex, public sector organization, combined with a graduate degree in Finance, Management, or Business. A professional accounting designation (CPA) is considered a strong asset. In addition to your demonstrated expertise in financial analysis and budgetary control, you are a skilled listener, communicator and negotiator, able to effectively present and convey complex financial information across multiple levels and inspire behaviors that align with budget strategy and goals. You are a big picture thinker, able to shift and tie operational practices to serve larger objectives and you leverage your technical experience using financial systems and software as well as Microsoft Excel to develop financial models, forecasts and financial reports. You are an experienced people leader with demonstrated success building high-performing teams. Consideration of candidates will begin in early January and will continue until the position is filled.

Position Number         325-007
Classification               P12*

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 12 09
Closing Date: Until Filled

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