Manager, OVC Human Resources & Pathobiology Operations

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Professional and Managerial Group

Manager, OVC Human Resources & Pathobiology Operations

Ontario Veterinary College Shared Administration Services (OVC SAS)

Hiring #: 2020-0104

Please read the Application Instructions [1] before applying

Reporting to the Chief Administrative Officer (CAO), the Manager, OVC Human Resources and Pathobiology Operations has two distinct but complimentary areas of responsibility. The human resources portfolio provides service to the entirety of the college while the operations portfolio serves the department of Pathobiology. In partnership with Human Resources (HR) at the University of Guelph the incumbent will lead the development and delivery of HR strategies and procedures through the College’s Shared Administration Services (SAS) framework. Partnering with other members of the college, the Manager will lead change while advocating for a positive workplace which is a critical strategic initiative identified by OVC as part of its 2017-2022 Strategic Plan. The Manager will work collaboratively with key stakeholders towards ensuring OVC HR priorities address the College’s mission, vision and program goals, all within a healthy organizational framework. Working within the OVC SAS management team, the Manager will play a critical role in the development and implementation of organizational strategies, procedures and practices.

The other key responsibility of the Manager is to provide administrative oversight to the Department of Pathobiology. Responsibilities will include:

- Ensuring operational efficiency and financial sustainability of the Department
- Overseeing departmental financial management and planning
- Supporting improved management reporting, information flow, business processes and organizational planning
- Ensuring completion of annual forecasting for the department within 1% of total budget.
- Presenting periodic YTD and forecast results to the department Chair ensuring full understanding of the financial picture or the department
- Overseeing department specific human resource activities, ensuring adherence to collective and employee agreements (faculty and staff) and related University and Department policies and procedures

Requirements of this position include: An undergraduate degree in Human Resource management or business administration or equivalent combined with at least four years of experience in a similar role. A Certified Human Resources Professional (CHRP) designation would be considered an asset.

Candidates should demonstrate:

- Familiarity with the application and interpretation of collective and employee agreements and employment policies and procedures
- Experience developing/enhancing and implementing human resources programs or procedures
- Commitment to cultivating a positive workplace culture
- Knowledge of general accounting practices and procedures and experience conducting financial analysis reporting
- Strong analytical and problem-solving skills
• Effective communication and interpersonal skills
• Strong initiative and leadership/ supervisory abilities
• Excellent organizational skills and the ability to meet deadlines and adapt to changing priorities
• Familiarity with the application and interpretation of collective and employee agreements and employment policies and procedures
• Familiarity with an academic environment and culture is an asset

Position Number         206-021  
Classification               P04*

*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: 2020 03 02  
Closing Date: 2020 03 09

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