

**HUMAN RESOURCES
SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL STAFF
POSITION DESCRIPTION**

A. IDENTIFICATION

Position Number: 110716
Position Title: Director, Administration
Name of Employee:
Department: Faculty of Science
Position Reports to (Title): Dean, Faculty of Science
Description Prepared by: Dean
Date: December 2, 2011

B. POSITION SUMMARY

As the Faculty's senior administrator for operational, budget, financial, human resource, policy and administrative academic matters, the incumbent provides assistance to the Faculty Dean, Associate Deans and administrative staff, and advice and guidance to Faculty Department administrators and faculty. As a member of the senior management team, the incumbent coordinates the Faculty enrollment, retention and admission planning processes; participates in the development, implementation and management of a broad and integrated internal and external communication plan; ensures Faculty appointments, renewal, tenure, and promotional processes are managed in accordance with University policies and procedures; supports the development and implementation of human resource strategies and plans for the Faculty; supervises staff and promotes a positive work culture throughout the department; develops business continuity plans; represents the Faculty on select University Committees; and participates on Faculty Task Forces and Committees.

C. DUTIES AND RESPONSIBILITIES

Acts as the Faculty's senior representative on budget and financial matters, prepares the consolidated annual operating budget submission for the Faculty, acts as signing officer for new and revised finance and project accounts, participates on University and Faculty Task Forces and Committees, provides mentorship, training, guidance and advice to administrators within the Faculty in the planning, management and administration of capital, operating, revenue, and specific purpose budgets (approximately \$40 million) that support the Faculty's academic programs and academic and non-academic human resources by working collaboratively with the Director, Science Stores & Technical Centre, Faculty Department administrators and faculty, and administrators in Vice-Presidents' Offices, Budget Office, and Financial Services on budget and accounting policies, procedures and system processes.

Provides advice, consultation, assistance and problem resolution for research accounting, new and revised programs and services, administrative budget and financial policies, procedures, and practices, annual capital and revenue planning, and the development of complex budget projections, fund structures, costing models, and revenue analyses and forecasts to provide financial planning, program and administrative support.

Develops and provides standing and ad hoc financial reports for the Dean by reviewing and defining business requirements and designing reporting tools to support decision-making for financial and academic planning cycles and actual versus budgeted expenditures, and provides advice and administrative guidance.

Position #110716 Director, Administration

Coordinates the Faculty wide enrollment, retention, student advising, admission and graduation planning processes and development of best practices by working collaboratively with the Dean, Associate Deans, Coordinator Academic Programs, Chairs and administrators and senior administrators in Student Services and Registrar's Office, examining a wide variety of data such as Faculty specific instructional workloads and funding, faculty complement and research and leave plans, recruitment, admission, retention and enrollment forecasts and student and program demographics, student success and attrition data, and undergraduate and graduate program requirements to prepare admission targets, forecast academic and non-academic requirements; determining the success of new recruitment and retention strategies; project and weight enrollment data, etc. and determine financial, instructional and resource requirements to support research and undergraduate and graduate program commitments and initiatives.

In collaboration with the Dean, Associate Deans and administrative staff directs, plans and manages the implementation of a broad and integrated internal and external communication plan for the Faculty and the planning and execution of events as well as the supervision, and performance management of the Communications Officer in the development and execution of all communications.

Ensures Faculty appointments, renewal, tenure, and promotional processes are managed in accordance with University policies and procedures by collaborating with the Dean, Associate Deans, Chairs, and the Vice-President, Academic's Office, providing policy and procedure advice, and participating as a resource member on related Faculty Committees.

In collaboration with the Dean, Associate Deans, Chairs and managers of the Faculty, develops and implements the administrative human resource strategy and plan for the Faculty. Accountable for instilling and promoting a positive, responsive, service-oriented and respectful work culture within the Faculty and its administrative and support personnel. Supervises administrative staff by providing guidance and mentorship, ensuring the appropriateness and currency of job responsibilities, initiating recruitment for temporary and continuing staff, hiring staff, providing or directing the provision of training, evaluating performance, approving leaves and training and development, and responding to grievances as appropriate etc., to provide a rewarding work environment.

Acts as the Faculty's senior representative on administrative academic, teaching and human resource matters and provides mentorship to supervisory staff in the Faculty by participating on University and Faculty Task Forces and Committees; facilitating the implementation of Collective Agreement updates, new policies, procedures and processes; providing advice on a range of staff and organizational matters, including hiring, performance evaluation, reviewing and approving position re-evaluations and reclassifications; liaising with administrators in Human Resources, Academic Relations, and the Faculty Association; providing interpretations of academic policies, the Teaching Support Staff Union (TSSU) Collective Agreement, the CUPE, Local 3338 Collective Agreement, the Poly Party Agreement, and the Administrative and Professional (APSA) policies and procedures, and recommending actions in accordance with the provisions of the agreements or University policies; and facilitating the resolution of grievances or matters of concern among staff, and promoting positive relationships among faculty and staff.

Represents the Faculty in administrative matters related to program, research grants, scholarly and special academic awards and special appointments such as Canadian Research Chairs (CRC) by responding to policy and procedure requests, stewarding the set-up of grants and appointments within the University, coordinating the receipt and disbursement of special funding.

Participates in short and long term space and capital resource planning by working collaboratively with Department administrators, Director, Science Stores and Technical Services, faculty and technical staff, Facilities Services, campus administrators, and external contractors to meet the objectives and requirements of the Faculty.

Participates as a member of the senior management team in the development and submission of annual staff and faculty hiring plans, three-year academic plans, Faculty strategic plan and external unit reviews for the Vice-President, Academic, and in the preparation and completion of external agency and institutional surveys and Faculty annual reports by conducting research, gathering and analyzing data and statistics, preparing submissions and drafting reports, and coordinating input and feedback.

D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

Makes decisions regarding the financial implications of new ventures, administrative budget policies, procedures and practices, and annual budget planning, projections, fund structures, costing models, and analyses of revenue, projections and forecasting; makes decisions regarding metrics for academic and non-academic planning, evaluation and reporting; makes decisions regarding staff responsibilities, hiring continuing and temporary staff, approving leaves of absence, evaluating staff performance, handling grievances to the appropriate step, and resolving staff problems, etc. Interprets, applies and implements University and employment related policies and procedures.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

Decisions beyond the scope of University policies and procedures; decisions that may have significant political, diplomatic, and/or financial consequences for the Faculty; decisions involving significant choices between competing interests internal to the Faculty; academic decisions concerning curriculum and faculty appointments; grievance handling at the appropriate step of the collective agreement; and decisions to terminate employment.

E. SUPERVISION EXERCISED

Indicate the number of employees for whom the position is responsible:

Number of continuing full-time employees reporting directly to the position. 4

Total number of employees for whom the position has direct responsibility. 4

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day-to-day workload of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

Exercises a high degree of autonomy and works under broad administrative direction within the guidelines and objectives of the Faculty.

G. UNUSUAL WORKING CONDITIONS

None.

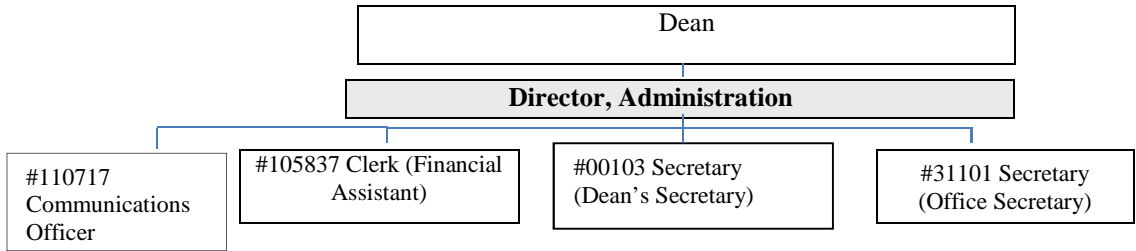
H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Master's degree or an equivalent combination of education, training and experience.
Seven years related experience in strategic, financial, and human resource planning and management.
Excellent budget and policy analysis, planning, and fiscal management skills.
Excellent human resource management, coaching, and mentoring skills.
Excellent organizational, quantitative, analytical reasoning, problem-solving, and time management skills.
Excellent consensus building, consultative decision-making, conflict management, and interpersonal skills
Proven communication (verbal and written) skills
Intermediate knowledge of and ability to use spreadsheet and database applications and enterprise financial and student information systems.
Ability to maintain strict confidentiality, exercise initiative, diplomacy and discretionary judgment.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate blocks the title of the position to which this position reports and the titles of positions reporting directly to it. If more detail is required, add additional blocks.



J. APPROVALS

Incumbent's
Signature: _____ Date: _____

Supervisor's
Signature: _____ Date: _____

Signature of Next
Administrative Level _____ Date: _____