SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Title: Manager, President’s Portfolio Administration
Department: Office of the President
Reports to: Executive Director
Employee Group: APSA

Position #: 00122791
Reports to [pos #]: 00001686
Grade: 10

POSITION SUMMARY
The Manager plays a key role in managing the administrative, operational and financial functions of the President’s Portfolio including the President’s Office, the General Counsel and the University Secretariat (Board of Governors’ Office, the Ombudsperson Office, the Human Rights Office, and Internal Audit and University Archives). The Manager develops and implements administrative policies, procedures and systems; collaborates with internal and external stakeholders, including VPs, Deans, donors and government officials on strategic initiatives; manages sensitive issues of high impact to the University’s reputation; and ensures the administration of legal and ethical frameworks. The Manager provides ongoing support and input to the Executive Director regarding planning issues and strategies for the portfolio unit.

DUTIES AND RESPONSIBILITIES
1. Manages the operational and strategic planning functions within the President’s Portfolio, to support the Executive Director (ED) by:
   - Providing consultative guidance and advice to senior administration on the University’s response to a variety of sensitive and complex issues, including issues of high impact to the University’s reputation.
   - Researching and providing advice to support executive-level strategic planning, and special projects and initiatives.
   - Performing research in support of senior administration, preparing reports, analyzing and reviewing information; and providing recommendations on administrative and operational guidelines, policies, procedures and proposals that have a significant impact across the unit.
   - Overseeing the coordination of high-profile University events-related activities attended by the presidents.
   - Directing the triage of sensitive and confidential inquiries; and overseeing the prioritization of requests for the President’s schedule.
   - Preparing and/or editing communication materials of a sensitive nature.
   - Providing a range of administrative support for confidential committee meetings (e.g., Board of Governors, University Executive, Human Rights Policy Board, and Ombudsman Advisory), ensuring the appropriate resources, and that all procedures and processes are consistent with approved action plans.
   - Overseeing the President’s briefing process.
   - Communicating and collaborating with key internal and external stakeholders on sensitive and confidential issues.
   - Providing administrative support for the recruitment process of senior executives.

2. Manages the administrative and financial functions of the President’s Portfolio to enhance the strategic and financial operations of the office.
   - Developing new initiatives, policies, procedures and protocols.
   - Developing and managing the budget, and determining budgetary priorities in collaboration with the ED, University Secretary and General Counsel.
   - Providing direction to administrative support staff on the financial activities.
   - Developing and overseeing administrative management systems and overseeing office improvements and/or renovations.
   - Coordinating the selection, acquisition, and/or maintenance of office equipment, software/hardware, and ancillary services.

3. Oversees staffing-related activities for the President’s portfolio by:
   - Determining staffing priorities and organizational structure for the portfolio, in collaboration with the ED, General Counsel and University Secretary.
   - Providing advice and guidance in the application of University personnel matters and collective agreements for administrative/professional and union matters, in collaboration with SFU’s Human Resources unit.
   - Managing the recruitment and selection processes for staff.
   - Managing records and schedules, approving vacation/leaves, and arranging for replacement staff as required.

4. Manages communication and liaison internally and externally to the University by:
   - Exercising discretion in handling and resolving issues not requiring the direct involvement of the President.
   - Conducting research and referencing applicable policies and procedures, collective agreements, and past practice.
- Developing communications, reports, speeches and public presentations; and editing materials.
- Acting on behalf of the ED during short absences.

**IMPACT OF DECISION MAKING**

Decisions may impact the reputation of the President and the University. The Manager is required to make decisions on the Executive Director’s behalf in their absence.

Makes decisions regarding:
The criteria that should be included in projecting budget requirements; decisions regarding which requests and/or issues (received internally and externally) should be handled independently; decisions regarding what sources to consult, what information to research, and how issues should be dealt with; and decisions regarding the application of personnel policies and the collective agreement to matters falling within the domain of the President’s Office.

**RELATIONSHIPS**

**Supervisory**

Direct Reports: up to five.

Supervises 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 and development, evaluating performance, approving leaves of absence, and responding to grievances.

**Primary Working Relationships**

- **Internal/External Connections** – Maintaining effective relationships with the offices of the Vice-Presidents and members of senior administration including VPs, AVPs, Deans and Executive Directors. Responsible for developing strong relationships with key external stakeholders, strategic partners, major donors, external community groups and organizations (e.g., Ministers’ offices, Deputy Ministers’ offices, Mayors’ offices).

**QUALIFICATIONS**

Bachelor’s degree in Business, Communications, Public Policy, or a related discipline, with five years of related experience in administrative and financial management; supporting high-profile issues that have reputational consequences to an organization; gathering, synthesizing and disseminating information of a sensitive nature or an equivalent combination of education, training and experience.

Excellent knowledge of ethics guidelines, and related university policies, procedure
Excellent knowledge of financial administration, and accounting principles and procedures.
Excellent public policy and administration skills, including sensitivity to, and understanding of issues and interests related to post-secondary education.
Excellent interpersonal and communications skills (verbal, written and presentation), and the ability to interact and communicate effectively with many levels of stakeholders, as well as Ministerial and government officials.
Excellent organizational, analytic and problem-solving skills.
Excellent supervisory and team leadership skills.
Ability to manage multiple demands and meet deadlines.
Ability to manage sensitive discussions.
Ability to provide consultative advice, collaborate with others, and exercise sound judgement and initiative.
Ability to explain and apply policies.
Ability to demonstrate tact and diplomacy, and exercise discretion when dealing with highly sensitive information.
Proficient in the use of web, database, spreadsheet, and word processing applications.
Strong research and analytical skills, and the ability to deliver high-quality products under time-constraints.
Advanced writing and editing skills, and the ability to synthesize and coordinate the presentation of information in response to a variety of sensitive and confidential issues.

Initial Effective Date: January 15, 2018
Latest Revision Date: