The Director, Administration and Strategic Planning (DASP), in partnership with the Dean, provides leadership for the administrative processes associated with academic support. The DASP is responsible for measures which guide strategic short and long term planning in the areas of finance, academic planning, communications, external relations, operations, and human resource management. The DASP holds responsibility for ensuring that processes and practices are managed in accordance with University policies and procedures across all areas of operation including administrative, academic, research and teaching.

1. Provides leadership for financial management by
   - developing and directing best practice budget models for capital, operating, revenue and specific purpose budgets
   - contributing to the identification of opportunities for generating revenue by performing cost/benefit analyses, negotiating charges for administrative aspects, assessing faculty workloads and participating in curriculum revisioning
   - making recommendations to mitigate the financial risk of all new and ongoing initiatives and assessing the viability of new initiatives in the context of Faculty Allocation Model (FAM)
   - negotiating with the Associate VP, Academic on budgetary matters
   - advising Deans and other senior staff and faculty on budgetary matters
   - managing research grants to ensure research funds are administered in compliance with the policies of funding agencies

2. Provides leadership for academic planning by
   - reviewing and evaluating the continued viability of low enrolment programs
   - analyzing teaching workloads and research and leave plans in order to project undergraduate and graduate instructional levels and course requirements
   - recommending policies and procedures respecting faculty appointments, renewals, and decisions about tenure and promotion
   - participating in the development and submissions of accreditation applications by acting as an internal reference source and providing administrative advice, synthesizing and analyzing a range of program and student data, conducting research and writing reports

3. Provides leadership for operational management including human resources and information technology by
   - developing and defining strategic operational and administrative goals
   - acting as the faculty’s representative on matters such as implementation of management and information systems, coordinating space requirements and renovations, equipment procurement and general office operations
   - proposing strategies for staffing and rewards and recognition and participating in career and succession planning
   - providing mentorship, advice and counsel to supervisory staff on a range of matters including hiring, performance evaluations, job descriptions, unit reorganizations, and assisting with interpreting collective agreements, liaising with the Human Resources department as required
   - overseeing overall direction of the human resource strategy, operations, planning, and support across all employee groups including faculty, staff, instructional and research
4. Provides leadership for external relations and communications by
   - working with faculty advisory committees, external academic program review groups and partner institutions to further the reputation and engagement of the Faculty and the University
   - coordinating development of Faculty academic reviews and submissions to external bodies
   - overseeing Faculty communications strategy and implementation
   - preparing and negotiating contracts with external organizations (such as professional organization and accreditation bodies, Terms of Reference for gift agreements, endowments, faculty chair positions)
   - overseeing sponsored research grants and contracts with the Federal Government and industry
   - administering capital project negotiations
   - liaising with external organizations

IMPACT OF DECISION MAKING

Effective decisions with respect to information and recommendations provided to the Dean are critical to maintain the Faculty’s reputation in the University and the global community. Decisions impact operations, resources and integrity of the Faculty’s research and learning environment.

The Director, Administration and Strategic Planning is responsible for
   - the analysis of and making recommendations regarding the implications of new ventures,
   - determining redesign of business practices and processes,
   - making decisions to ensure adherence to administrative budget policies, procedures and practices,
   - determining and developing financial management strategies to ensure optimal allocation of budget,
   - recommending external audits in relation to financial irregularities,
   - determining the metrics to be used for academic and non-academic planning, and
   - decisions related to employment policies and procedures for the faculty

RELATIONSHIPS

Sets objectives necessary for obtaining feedback and assistance. Partners with wide circle of contacts and involves them in generating mutually beneficial opportunities and achieving agreeable outcomes. Shares ideas, issues, and opportunities with members of personal network. Seeks referrals from others with relevant expertise and influence. Attends and maintains relationships with relevant formal and informal professional groups and organizations.

Supervisory

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

RISK MANAGEMENT

Translates direction into means for action. Plans for and manages risk. Creates action-oriented long- and short-range plans that turn strategy into reality. Focuses on stakeholders in the planning stages. Effectively manages the necessary structure and internal and external resources required to achieve the plan.
   - Manages capital and human resources required to achieve work plans.
   - Provides structure, expectations and guidelines for achieving work plans.
   - Establishes information connections within and among teams and manages critical organizational information.
   - Clarifies outcomes and provides ongoing feedback to team members to achieve plans.
   - Thinks ahead, evaluates, and plans for risks and contingencies.
   - Seeks out information that impacts plan development.

STRATEGIC ORIENTATION

Takes an active role in developing and communicating a vision for the organization. Considers broad and long-term factors when planning and making decisions. Identifies patterns, connections or barriers and addresses key underlying issues. Understands the connections and interactions between elements of the whole system.
LEADING CHANGE/ INNOVATION
Takes an innovative approach to problem solving. Continuously improves. Works to understand, engage in and implement organizational changes and technologies that improve processes, practices and outcomes. Is flexible and adaptable in meeting the changing needs and demands of stakeholders and citizens.

- Adapts methodology and ideas quickly for immediate or anticipated changes in the environment.
- Is able to communicate the vision for a change or innovation to those affected.
- Seeks opportunities for innovation and continuous improvement, actively involving staff, faculty, and other stakeholders.
- Bridges organizational change by ensuring new structures, processes, technologies, and relationships are well understood.

QUALIFICATIONS
Bachelor’s degree in business administration or commerce and seven years of related experience including revenue modelling, fund accounting, budgeting, financial analysis, strategic business planning, human resource management, and information systems management or an equivalent combination of education, training and experience.

- Excellent organizational and time-management skills
- Excellent analytical reasoning and problem-solving skills
- Excellent budgetary and fiscal management skills
- Excellent interpersonal and communication skills
- Proficiency in coaching, leading, mentorship and team building
- In depth understanding of policies governing academic and human relations, collective agreements, budget management and procurement, research and teaching
- Proficiency in spreadsheet, database and financial application systems