A. IDENTIFICATION

Position Title: Academic Policy and Project Analyst
Department: Academic Relations
Position Reports To: Executive Director, Academic Relations
Effective Date: January 14, 2016

B. POSITION SUMMARY

The Academic Policy and Project Analyst researches and makes recommendations to the Executive Director, the Director, and the Vice-President, Academic regarding changes in business processes to ensure optimal internal business processes for the tracking, storing, and reporting of Academic Relations activities. The incumbent administers the annual academic salary review and renewal tenure and promotion process. The Academic Policy and Project Analyst ensures the continuing collection, organization, and analysis of information about all aspects of the University’s academic personnel functions and anticipates the university’s future data demands in such a way as to meet the requests for research and analysis in an efficient and effective manner. The incumbent also administers the departmental operating in addition to the budgets for non-health and non-welfare benefits (i.e., professional development funds made available to faculty).

C. DUTIES AND RESPONSIBILITIES

Business Process Analysis and Projects

Researches and makes recommendations to the Director, the Executive Director, and the Vice-President, Academic, regarding changes in business processes to ensure internal processes for tracking, storing, and reporting of Academic Relations activities.

Co-chairs, with the Director, a stakeholders’ committee comprised on representatives from IT Services and faculty representatives, including faculty Directors of Administration, to review current business processes of Academic Relations and to receive feedback from the committee to support the development of recommendations for changes to business processes in Academic Relations.

Provides leadership, on behalf of Academic Relations, when working on a project team together with Information technology professionals responsible for reviewing business processes and recommending solutions to streamline and optimize business processes for the tracking, storing, and reporting of information required for the review of business processes involving human resource data (e.g., faculty appointments, study leaves, market differentials, retention, Canada Research Chair stipends, etc.).
Provides guidance to staff in the development and implementation of business practices and data management in the Academic Relations office.

Contributes to the long term planning of workshops for Academic faculty administrators, support staff as well as Academic Relations departmental staff. Participates in the design and delivery of soft skills training, mentorship, and staff development programs.

Provides analytical and technical support to the Executive Director, Academic Relations, in the development and implementation of academic policies arising from negotiations with the Simon Fraser University Faculty Association. Researches policy options and prepares costings for policy proposals.

Administration of Faculty Compensation

i. Administers and ensures timely and optimal conduct of the annual salary review process by: identifying and ensuring cohort correctness; determining step allocations; advising on questions and policies relating to the salary review process; ensuring process timelines are met and step placement calculations are accurate; preparing a summary review of all cases, identifying any problem cases to the Director who submits a final summary report for the President. Using an online application, prepares letters for individuals to be reviewed by Director, prior to signature by the Vice-President Academic. Enters information into the APS system; verifies accuracy of data; runs an audit report; and migrates the information to PeopleSoft for payroll implementation.

ii. Administers the annual Contract Renewal Tenure and Promotion (RTP) processes by: identifying and ensuring cohort correctness; advising on questions and policies relating to the RTP process; ensuring process timelines are met; reviewing documentation provided by departments/schools/faculties to ensure that it meets the standards expected at the university and bringing issues to the Director’s attention; determining appropriate step placement upon promotion for those moving up to a higher rank; reviewing the processing of all RTP records; preparing a summary reports for the Director, Academic Relations; and preparing letters prior to signature by the President and the Vice-President, Academic.

iii. Administers the implementation of general wage and other across the board salary increases that faculty and librarians may become eligible for during their career at SFU. Determines eligibility; enters information into the APS system; verifies accuracy of data through a series of checks and an audit report; and migrates the information to People Soft for payroll implementation.

Faculty Salary and Policy Review

i. Researching policy options.

ii. Conducting statistical analysis.

iii. Preparing costing option proposals for review by the Executive Director, prior to submission to the Vice-President, Academic.
Financial Administration of Departmental Operating Budget

i. Works with the Director to establish the priorities for the Academic Relations operating and non-operating budgets.
ii. Enters budgets and associated forecasts including requirements for negotiated non-welfare benefits into IFPBS annually.
iii. Administers the departmental operating budget for Academic Relations (approximately $1 M).
iv. Administers the departmental non-operating budget including non-health and welfare benefits for academic personnel such as professional development reimbursement (approximately $1.7 M).
v. Monitors expenditures to ensure estimated budgets are sustainable and bringing any potential issues to the Director’s attention for action.
vi. Ensures fund transfers are accurately completed in a timely fashion.
vii. Compiles information reports on the status of non-welfare benefit budgets (i.e., professional development funds made available to faculty).

Financial Administration of Academic Salary Base Budget

i. Provides the Director, the Executive Director, and the Vice-President, Academic, with annual projections for the cost of career progress.
ii. Determines the costing of enhanced early retirement offers and salary anomalies.
iii. Prepares and inputs salary information for faculty as part of the annual budget cycle (IFPBS).

Special Projects

i. Assists the Director, Academic Planning and Quality Assurance with the development of the annual Faculty Renewal Plan.
ii. Develops, working in consultation with the Director, Institutional Research and Planning, databases for modeling and other reporting purposes.
iii. Participates on committees and advisory groups (external and internal to the university), as assigned by the Director, Academic Relations, or the Vice-President, Academic.

Response on Academic Personnel Matters to External Agencies, Regulatory Boards, and Associations including Statistics Canada

i. Conducts analysis.
ii. Coordinates multi-unit information requests.
iii. Responds to requests for information from external agencies (e.g., PSEC, Citizenship and Immigration Canada, and CAUBO).
Response to Other Requests for Data, Information, Analyses, Reports, & Recommendations

i. Conducts statistical analysis of comparative and historical data both within the university and across Canada.

ii. Conducts research, explores policy alternatives, and produces written reports for the Executive Director, Academic Relations, Vice-President, Academic, Deans, Chairs, and Directors.

iii. Responds to ad hoc requests for information and provides research, analysis, and report writing services to various individuals, committees, and senior academic administrators at the university.

iv. Responds to enquiries received from internal bodies (e.g., Institutional Research Planning).

Departmental Website

i. Develops the Academic Relations website.

ii. Evaluates the website on a regular basis to ensure that it continues to meet the needs of users. Makes changes where necessary.

iii. Maintains and updates the website on a regular basis.

iv. Actively contributes to make this a portal of great value to faculty, support staff, and senior administrators.

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 when:

• Researching and making recommendations to the Director, Executive Director, and Vice-President, Academic regarding changes in business processes.
• Administering and ensuring timely and optimal conduct of the annual salary review process.
• Administering department operating budget and budget for non-health and welfare benefits (i.e., professional development funds available for faculty).
• Preparing reports, summaries, salary reviews, and renewal tenure and promotion letters.
• Identifying the types of reports and financial research and analysis required in the preparation of critical reports prepared for Director, Executive Director, VPA, AVPA, for their use faculty planning, faculty bargaining, costing, projections for salary anomaly cases, and enhanced early retirement projections.
• Conducting research and analysis for the preparation of projections and reports for submission to the Director, Institutional Research & Planning (e.g., data required for inclusion in the annual Faculty Renewal Plan).
ii) 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?

Refers decisions regarding:

- Decisions with direct policy interpretation implications or which relate to the strategic direction of the office would be forwarded to the Director.

E. SUPERVISION EXERCISED

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

Number of continuing full-time equivalent positions reporting directly to the position: 0

Total number of continuing full-time equivalent employees reporting to subordinate supervisors for whom the position is responsible: 0

F. SUPERVISION RECEIVED

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

The incumbent of the position works independently under administrative supervision within the parameters of existing policies, procedures, and practices.

G. UNUSUAL WORKING CONDITIONS

The incumbent occasionally is required to work hours that exceed the normal work week. The incumbent is also required to respond well to unexpected circumstances and to exercise independent judgment when doing so. Required to meet critical deadlines.

H. ENTRANCE QUALIFICATIONS

What are the minimum formal educational qualifications, years of experience and occupational skills and requirements required to satisfactorily perform the work of this position? Please indicate whether an equivalent combination of formal education and years of experience is acceptable.

Undergraduate degree with a minimum of four years of experience in a complex public sector environment, including experience in human resource management, salary and benefit administration, policy analysis and interpretation, financial administration; project management, or an equivalent combination of education, training, and experience.
Excellent knowledge of spreadsheet, database, and enterprise level financial systems (e.g., Peoplesoft).

Excellent financial planning and administrative skills.

Excellent research, analytical, quantitative, report writing, and problem solving skills.

Excellent organizational, interpersonal and conflict management skills.

Excellent communication skills (oral, written, and presentation).

Ability to work in a fast-paced environment exercising mature judgment and a high level of tact, diplomacy, and discretionary judgment.

Ability to work collaboratively and consensually with cross-functional teams representing various constituencies within and outside the university.

Ability to work on several major projects under way at any one time based on an understanding and appreciation of the importance and priority attached to each project.

Ability to independently set and accomplish goals, establish priorities, and meet critical deadlines.

Proficiency with tools used in web design and management.

I. ORGANIZATIONAL RELATIONSHIPS

J. APPROVALS

Incumbent's Signature: _________________________________  Date: ____________

Supervisor's Signature: _________________________________  Date: ____________

Signature of Next Administrative Level: ____________________  Date: ____________