

Excluded Management Job Position Description

Section I: Position Information

Effective Date	2024-10-21	<input type="checkbox"/> Update Only	<input type="checkbox"/> Classification Review
Position Title	Manager, Institutional Growth Initiatives		
Position Number	999766		
Classification Level	Excluded Management		
Location	VIRTL		
Department	Office of the President		
Reports To	Chief Growth Officer		

Position Summary

Briefly describe the main purpose(s) of the position.

Reporting to the Chief Growth Officer (CGO) and working closely with the Chief of Staff (CoS) and the President's Office, the Manager, Institutional Growth Initiatives (MIGI) develops, manages and implements emerging initiatives and ongoing projects for the Office of the President (OOP). The MIGI works closely with the CoS to ensure effective administration and alignment of initiatives for the Office of the President (OOP) and the CGO.

The MIGI serves in a vital team-based and facilitative role in supporting OOP leading a variety of institution-wide special projects and initiatives. The incumbent provides operational guidance to the CGO and develops detailed workplans for completion of tasks while acting as project lead for OOP and CGO that are key to functional and strategic success. The MIGI coordinates the execution of projects undertaken by OOP and the CGO.

In all facets of this role, the MIGI endeavours to integrate and advance the University's mission as articulated in the current organizational strategic plan, including integrative commitments to Equity, Diversity, and Inclusion (EDI) and, with Indigenous Peoples and communities, conciliation.

Duties and Responsibilities

Organize by key responsibility area and include % of time spent where possible.

Project Management (40%)

The MISI establishes excellent working relationships with all necessary interest holders both internal and external to the university in order to advance projects within the Office of the President.

Accordingly, the MIGI:

- oversees the design, development, management and implementation of projects, as directed by the CGO;
- ensures integration of AU's *Like No Other* Strategic Plan and priorities into strategic initiatives, and associated operational plans, as appropriate;
- in coordination with OOP, facilitates, creates and reviews integrated policy analysis, operational advice and briefings for the OOP;
- prepares high-level written progress reports, briefings and presentations for projects;
- facilitates and executes, as appropriate, communications and project management strategies and briefings;
- coordinates communications and workflow between portfolios/units for all phases of the project, from planning to rollout;
- develops and monitors all project components identifying project milestones and ensuring components are complete on time and on budget.

Strategic Initiatives (40%)

The MIGI leads, facilitates and coordinates projects and initiatives of strategic importance to Office of the President and the Chief Growth Officer.

Accordingly, the MIGI:

- develops and/or oversees the development of strategic options, recommendations, policies, and procedure, as needed by the CGO and OOP;
- supports government relations by collecting and analyzing policy, trends and information from internal and external sources, providing briefings, presentations, and other materials for OOP.
- maintains constant interface with the CGO and CoS to ensure that key issues are proactively addressed and provides leadership to advance the priorities and initiatives of OOP, as appropriate;
- supports and/or leads the creation and delivery of strategic and operation planning documents for OOP initiatives;
- creates and manages the planning timelines and guidelines based on President's priorities, and ensures success completion of tasks;

- drafts briefing notes and other materials, as needed for governance purposes;
- implements/adheres to effective governance processes when supporting initiatives through relevant approval stages.

Relationship Management (20%)

The MIGI establishes excellent working relationships with all necessary interest holders both internal and external to the university.

Accordingly, the MIGI:

- understands and uses new and ongoing relationships and networks to further plans, strategies and initiatives for OOP;
- where possible, facilitates and supports strengthening community relationships, as appropriate, within the town and region of Athabasca.
- facilitates and executes, as appropriate, communications and issues management strategies and briefings for OOP.
- supports consultations for faculty, staff, students, and community members, as needed to advance positively strategic initiatives and projects;
- coordinates across university portfolios to ensure effective institutional integration of strategic initiatives and projects;
- improves program and project outcomes by using excellent communication and collaboration skills to create new synergies among different interest holders, portfolios and units.

Occupational Health and Safety

Employees:

Responsible for participating in the AU OHS Program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification Factors

Communication

This senior management position must possess superior written and verbal communications skills as well as negotiation skills. The position must be able to effectively communicate with all levels including senior officials both within and outside of the University. The incumbent must be able to liaise with departments, faculties, researchers, and senior administration to ensure

the understanding of and compliance with respect to policies, procedures, and regulatory requirements.

Ability to convey information and ideas that engage and engender respect and understanding with appropriate internal and external stakeholders.

Supervision

The incumbent is expected to manage independently, with limited direct supervision in all areas of responsibility, routinely consulting with the Chief Growth Officer and the Chief of Staff, and other leadership as appropriate.

The incumbent manages all supervisory activities on a continuing basis including recruitment, performance evaluation, development and training and coaching. The MIGI has responsibility for developing a culture which embraces LNO foundational values through developing positive, high trust working relationships and operating effectively as part of a team including problem solving and conflict resolutions.

The MIGI promotes an environment in all interactions that facilitates continual improvement and employee development to maximize employee potential and optimize processes to support the University in meeting its strategic goals and mandate.

Impact of Service or Product

This position's work can greatly increase the effectiveness and productivity of the Office of the President and specifically the work of the Chief Growth Officer, through enabling the handling of a wide variety of issues in a coordinated, thorough, strategically aligned, and politically and culturally sensitive manner. The position also provides advice on how to position the institution with internal and external stakeholders that have a direct strategic impact on the university's overall strategic direction.

A solid and proven professional judgement is necessary as errors in judgement, decision making, or inaccurate advice or information will have serious consequences and impact on the University.

Independence of Action

This incumbent is expected to manage independently in all areas of responsibility. Required to manage work to ensure all deliverables are met on a timely basis.

The incumbent will have regular contact and work collaboratively with the Chief Growth Officer and the Chief of Staff, and other internal and external stakeholders, concerning matters

requiring input, clarification, or resolution, and will be expected to use proper judgement and effective diplomacy in all interactions.

Requires a demonstrated ability to work collaboratively and to handle difficult situations while maintaining effective relationships. Must be able to think logically, solve problems and be critically objective with an ability to develop innovative solutions to problems.

The incumbent is responsible for building and maintaining professional relationships that support assigned functions.

Must be able to work independently or in a team environment.

Complexity

The incumbent must be able to deal with multiple complex issues on a day-to-day basis and have demonstrated the ability to manage multiple staff, including but not exclusively temporary project assistants, and effectively delegate issues and elicit solutions.

The range and diversity of responsibilities assigned to this position result in an exceedingly high degree of complexity, can vary significantly, and will often have a high degree of impact on University strategies, outcomes, and precedence.

Work involves complex problem-solving skills, strong analytical abilities, extensive organizational knowledge, sound judgment, and reporting aspects of the University.

The incumbent is required to deal with multiple and competing deadlines.

The incumbent has possession of confidential information and must exercise a high level of discretion and judgment.

Planning

The incumbent must have demonstrated competence in portfolio long-range planning, with the ability to think strategically and to implement accepted strategies.

Advanced planning and organizational skills are essential for this position. The incumbent will lead and facilitate strategic initiatives which are consistent with and in support of the University strategic goals and mandate as well as industry trends and regulatory changes.

Signatures for Section I

Incumbent Signature		Date Select a date.
Supervisor Signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position, not the incumbent.

Education and Experience

- A related undergraduate degree and seven years of progressively advancing professional and management experience or a graduate degree and five years of progressively advancing professional and management experience.
- Experience in post-secondary or public sector management.
- An equivalent combination of education and experience may be considered.

Knowledge, Skills and Abilities

- Ability to demonstrate strong work ethic.
- Strong self-starter and superior team player.
- Integrity and self-awareness.
- Excellent problem-solving skills to handle a wide variety of both routine and unusual requests.
- Ability to meet strict deadlines.
- Committed to upholding confidentiality and sensitivity to controversial issues.
- Understands and responds effectively to the needs of both internal and external stakeholders.
- Ability to resolve conflict and problems, while creating a positive work environment and advancing the interests of the University.
- Ability to develop the rapport necessary to maintain and strengthen partnerships inside and outside the institution.
- Ability to foster collegial and cooperative attitudes towards attaining the strategic goals of the University.



Signatures for Sections I and II

Department Head Signature		Date Select a date.
Executive Officer Signature		Date Select a date.
Human Resources Review		Date Select a date.