

Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Vice-President, Finance and Administration

TERM: Full-time Administration

SALARY LEVEL: Executive

SUPERVISOR: President and Vice-Chancellors

DATE: January 2024

SUMMARY OF FUNCTIONS:

Reporting to the President & Vice-Chancellor, the Vice-President, Finance & Administration (“VPFA”) leads a broad pan-University portfolio including financial services, human resources, information technology, institutional planning, facilities management, campus sales and services, external relations, risk management, insurance, and athletics. As a member of the President’s executive team, the VPFA provides strategic counsel to the President on all financial and administrative matters. The VPFA works closely with the University Board of Governors, including the Executive Committee, Audit & Finance Committee, Plant & Property Committee, Fundraising Committee, and the Community Relations Committee, as they steward the University’s governance. Externally, the VPFA develops and maintains relationships with governments, corporate partners, and community leaders to advance both the University’s short- and long-term goals as well as student and academic excellence. Leading a dedicated team of professionals, the VPFA must communicate with purpose and clarity, ensuring that there are strong bridges between all areas of the University, and with faculty, staff, students, community, and funding partners. The VPFA inspires confidence and fosters a culture of integrity, openness and transparency across the team and University with all faculty, staff, and students.

DUTIES & RESPONSIBILITIES:

I. Leading & Planning

- Lead and direct the strategic and operational planning processes related to the University’s financial planning, audit, physical infrastructure, computing, human resources, and business operations.
- Assist the President by setting the policy direction and overall funding for the University’s required infrastructure, such as physical facilities, campus planning, computing environment, etc.
- Acts as a core member of the Executive Team and as a core member of the University Management Group by providing guidance on the University’s administrative direction, programs, methods, and future processes.
- Assesses the overall performance of all administrative departments and takes appropriate action to ensure high quality services to students, faculty, and staff.
- Facilitate and advise the university in the promotion and implementation of best business practices, and in the review, resourcing, and implementation of its core business systems.
- Support and provide leadership in the further development of Directors and Senior Managers in each of the portfolios reporting to the Vice-President.
- Initiate special projects and recommend changes to University-wide issues.
- Play a key role in fostering an equitable, diverse, and inclusive work environment across all aspects of the organization.

II. Budget & Financial Accountability

- In conjunction with the Provost, oversee the development of the annual University consolidated budget, while fostering an open and clear annual budget process that aligns with and links to the university's strategic plan.
- Provide and ensure financial accountability within the university, including key support and policy roles with the Board of Governors.
- Lead, direct, coordinate and monitor financial and strategic budgeting for all of the University's academic and administrative departments.
- Develop both short- and long-range plans and budgets based on the University's broad goals and growth objectives.
- Maximize revenue opportunities while effectively containing and managing costs.

III. Internal Relations

- Facilitate and advise various Board Committees by providing strategic, financial, funding and planning advice, as well as propose various courses of action for the University.
- Chair and/or participate in a variety of internal committees (for example Executive Team, Senate, University Management Group, Pension and Benefits Advisory Committee, and Emergency Management Planning).
- Lead in the representation of the University in labour relations (Four bargaining units – Full-time Academic Staff Bargaining Unit (FASBU), Contract Academic Staff Bargaining Unit (CASBU), Ontario Public Service Employees Union (OPSEU - Full-time and Part-time Support Staff).

IV. External Relations

- Represent the University on financial and administrative matters in external interactions with other institutions, local government, other levels of government, the Council of Senior Administrative Officers (CSAO), the Canadian Association of University Business Officers (CAUBO), etc.
- Liaise and maintain a culture of cooperation with Canadore College on joint initiatives (e.g., library services, bookstore, food services, plant & property, security, joint communiqués, etc.).
- Liaise and develop personal contacts with various bodies and agencies as may be appropriate.
- Maintain good working relationships with the University's major professional consultants.
- Review/analyze budgets and year end financials for joint services and negotiate with Canadore College when regarding the operation of joint services.

V. Statutory Compliance

- Assume overall responsibility for institutional compliance with legislation/codes governing institutional activity which includes pension, audits, buildings, fire safety, employment standards, occupational health and safety, collection/remittance of taxes, employment insurance, labour legislation, employment standards, pay equity, environmental protection, etc.

VI. Strategic Risk Management

- Conduct comprehensive strategic risk management assessments related to financial and administrative matters.
- Collaborate with the President and executive team to identify and prioritize strategic risks.
- Implement and communicate effective risk management strategies aligned with the University's strategic mandate.
- Provide guidance on risk-related governance matter to the President and executive team.

QUALIFICATIONS:

Education: A minimum of a Masters' degree is preferred in a relevant field such as business, human resources, or finance, with a CPA accounting designation.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training & Experience:

- At least ten years of progressively responsible management experience related to administrative and fiscal affairs in a complex organization.
- Executive level experience in the public sector, preferably in the University sector.
- Demonstrated experience and a high rate of success with labour relations and union negotiations.
- Extensive experience in budget development and management.
- Demonstrated success in leading change.
- Demonstrated commitment to both health and safety, and personal security in the workplace.

Knowledge/Skills/Abilities Required:

- Vision and leadership capabilities to communicate objectives to a myriad of audiences.
- Possess the skill and confidence to champion initiatives.
- Demonstrated knowledge of general accepted accounting principles, accounting theory and practice including relevant legislation.
- Familiarity with the strategic role of human resources, computing services, finance, etc.
- Understanding and commitment to working with students that reflects the student-centred focus of Nipissing University.
- Familiarity with best practices in strategic planning, risk management and funding development.
- Strong knowledge of provincial and federal agencies and funding sources.
- Excellent oral, written and presentation skills.
- Excellent listening skills to effectively understand and act upon needs and to understand what is being requested for negotiations, etc.
- Strong conceptual skills to understand the goals of the University and how the functional areas within the Vice-President portfolio impacts upon the University, employees, and ultimately our students.
- Excellent negotiation skills to effectively participate in collective bargaining and chair numerous committees, and resolve employee relations difficulties.
- Ability and capacity to interact effectively with the President, the Board of Governors, and all levels of staff.
- A demonstrated commitment to a consultative style of leadership that reflects the complexity of the governance and multiple stakeholders in the university environment.
- Ability to exercise good judgment and respond constructively to advice and criticism.
- Ability to make decisions and prioritize initiatives in times of limited resources.

POSITION RELATIONSHIPS:

Supervised by: President and Vice-Chancellor

Employees Supervised:

- Assistant Vice-President, Finance, and Infrastructure
- Assistant Vice-President, Human Resources and Equity, Diversity & Inclusion
- Director, Athletics

- Director, External Relations
- Director, Institutional Planning and Analysis
- Executive Assistant to the Vice-President, Finance & Administration

Interpersonal Relationships/Personal Contacts:

- Internal and external contacts at all organizational levels are required to exchange, explain and interpret information or ideas, discuss problems, provide advice and negotiate contracts.
- Internal contacts include the Board of Governors, University Management Group, Senate, faculty, staff and students.
- External contacts include the Council of Ontario Universities (COU), municipal and provincial bodies, local residents, various ministries, the Council of Senior Administrative Officers (CSAO), the Canadian Association of University Business Officers (CAUBO), the Council of University Planning and Analysis (CUPA), parents, etc.

MATERIALS UTILIZED:

Computer, telephone, policy and procedures manuals, collective agreements, guidelines, architectural drawings, CRA publications, various relevant legislation

WORKING CONDITIONS/PHYSICAL DEMANDS:

- A high level of mental and visual concentration when reviewing and analyzing documents and budgets, reviewing information for details and accuracy, writing reports and papers, negotiating, chairing meetings, etc.
- Listening and concentration is required when dealing with public, students, ministries, customers and/or clients, students and parents
- Many of the duties and responsibilities are required to be completed within tight time frames; or they are of a strategic nature and are developed over several years using a disciplined planning process
- Frequently required to work periods of substantial overtime, with some travel for committee work and membership in external organizations

I have read my position description, and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will conduct all of my responsibilities as described herein.

Employee

Date

Approvals

President & Vice-Chancellor

Date

Human Resources

Date

January 2024