



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## DIRECTOR OF ADMINISTRATION, SCHOOL OF NURSING

<b>Job ID</b>	<b>25349-4127</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=25349-4127">https://careers.indigenous.link/viewjob?jobname=25349-4127</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2019-03-29	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Job Title: Director of Administration

Department: School of Nursing

Reports To: Vice-Dean, Faculty of Health Sciences and Executive Director, School of Nursing

Department, Unit or Project Description: One of three professional schools within McMaster's Faculty of Health Sciences, the School of Nursing offers undergraduate, graduate and continuing education programs. As a member of a larger Faculty, the School of Nursing offers opportunities for interprofessional education and research. McMaster University's School of Nursing is one of Canada's most research-intensive schools of nursing with world-class research faculty. A global leader in problem-based, student-centred learning and innovative research, the School works with universities and agencies from around the world to provide leadership in the development of nursing education programs and research.

Job Summary: The School of Nursing (SON) Director of Administration (here after referred to as Director) is the senior administrator in the School and provides operational management of the School in support of its mandate in education, research, and clinical activities. The Director is accountable to the Vice Dean, SON. The Director provides administrative and operational leadership to the SON and the BScN Consortium, visioning and strategic planning in both academic and research activities, and is a resource to the Faculty of Health Sciences. The Director supports the Vice Dean and at the Vice Dean's discretion, may represent the Vice Dean, in internal and external matters that affect the School's operations, this includes discussions with the leadership of the Faculty of Health Sciences, related to non-academic administrative issues. In carrying out these responsibilities, the Director collaborates, as required with senior academic administrators of the Faculty of Health Sciences and international affiliates.

#### Accountabilities:

- **Financial Management** The Director oversees the work of the SON Manager, Finance to ensure financial management within McMaster and with partner institutions. This includes but is not limited to: Develops business plans for the SON. Develops and monitors SON financial policies and procedures. Oversees the development, implementation, reporting, and monitoring of all SON budgets according to multiple institutional policies and procedures, to ensure fiscal accountability Oversees the management of the payroll for all staff, in multiple locations including the international arena Negotiates funding support for salaries or infrastructure, with international affiliates and other funding agencies Works with the Vice Dean to maximize funding from internal sources and to generate external sources of funding in support of the School Seeks opportunities in partnership with Vice Dean to apply for internal and external funding opportunities. Contributes to research funding and development
- 2. **Strategic Planning** The Director plays a key role in advising the Vice Dean on strategic planning not only in SON but also within the Faculty of Health Sciences. The following bullets illustrate the major elements of this activity: Assists the Vice Dean to bring into balance Faculty expectations of the department in research, academic and clinical activities. Provides critical analysis of matters affecting the School, utilizing an in-depth understanding of the health sciences education, research and clinical and political environment (internal and external). Provides critical analysis of School needs related to planning, resourcing and proposal development. Advises the Vice Dean on inter-institutional dynamics affecting the School or that might have implications Faculty-wide Provides advice to the Vice Dean in formulating strategic plans that meet the needs of the School and Faculty, including shaping the roster of faculty members in the School. Liaises with and implements strategic directives mandated by the Ontario Ministry of Health and Long Term Care and/or Ministry of Training Colleges and Universities (MTCU). Contributes to strategic thinking for development and implementation of new ventures of strategic importance to the School and the Faculty Participates in strategic planning around School/Faculty-wide undergraduate, graduate and consortium education and research programs.
- 3. **Operational Management** The Director is responsible for ensuring that the SON is managed in an effective and efficient manner. He/she designs, implements, monitors and evaluates all aspects of the School including faculty and staff recruitment, promotion, human resource, financial, research and teaching activities within the School.
- Assists the Vice Dean in developing recruitment strategies. Contributes to decisions involving research, clinical practice and academic programming. Participates in crisis-response planning. Ensures that occupational health and safety policies are followed.
- 4. **Inter-institutional Management** The Director is expected to manage programs and establish relationships that cross institutional boundaries as a result of partnership agreements with: The McMaster, Mohawk College, and Conestoga College BScN Consortium. Ontario Ministry of Health and Long Term Care. Ministry of Training Colleges and Universities (MTCU). MIP, David Braley Health Science Centre physical space needs. Accreditation bodies including CASN, CNO and IQAP. The incumbent negotiates the terms of the above relationships, implements them and provides administrative insight in the evaluation. This includes but is not limited to the following: Negotiates shared costs agreements with clinical partners and consortium. Negotiates, implements and monitors shared responsibilities for recruitment, space and other infrastructure between McMaster and teaching hospitals and other physical space. Collaborates with legal counsel and external institutional partners to create the Memorandum of Understanding. Once the Memorandum is created, the Director also facilitates the negotiation of edits to the Memorandum with partners.
- Clinical Operations The supports the Vice Dean in the role of developing professional clinical opportunities for faculty members. Practice

arrangements are negotiated with clinical sites and joint appointments established. The assists the Vice Dean in seeking out and evaluating faculty practice sites and undertakes responsibilities for managing the relationship from an administrative perspective. 6.Human Resource Management The Director manages a diverse group of personnel: unionized, non-unionized, administrative support staff and research staff. The following positions report to the Director, as well as the Academic Leaders (as appropriate): Human Resources Coordinator SON Manager, Finance Manager, BScN Program Graduate Program Officer Nurse Practitioner Program Administrative Assistant

The Director of Administration is also ultimately accountable for supporting the performance management of employees that report directly to the employees listed above. The all human resource within the School. He/she is accountable for the following: Develops and implements recruitment, retention, restructuring, compensation and succession planning strategies for staff and faculty. Provides professional guidance, support and coaching to faculty, researchers and staff supervisors

For staff:Creates new staff positions to meet changing needs; precipitates re-evaluation of existing positions as necessary; recommends and initiates restructuringInitiates training and development programsImplements performance standardsCarries out disciplinary actions For faculty:Supports the development of recruitment, retention and succession planning strategies Ensures University recruitment and appointment, promotion and tenure processes are followed for all faculty For staff and faculty:Mediates conflicts among staff and between staff and facultyOversees the development of department orientation programs for staff and faculty 7.Physical Resource Management The Director plays a key role in the area of physical resource management within the Health Sciences as well as at other sites and affiliates. Key functions of this responsibility include: Negotiates and ensures optimal space utilization within the department and locations off campus. Maintains a fixed asset and space inventory. Facilitates proper office facilities for faculty and staff members. This includes negotiating with affiliates as necessary to ensure compliance with various external agreements as appropriate. Represents the School on space planning activities with respect to university education and research facilities.

8.Education Administrative Support The Director provides oversight for the non-academic administrative leaders (TMG, and Unifor leads) within the SON to support the advancement of the education mission. The following outlines these activities: Ensures adequate support and information and staff resources are provided in support of the accreditation processes of all education programs. Oversees the administration of the undergraduate and graduate education programs with affiliates (e.g., Mohawk College, Conestoga College and arising international projects). Contribute to the development of the BScN program strategic plan, by participating in discussions with Consortium partners and steering committees, and collaboratively developing business cases for new initiatives.

Research Administrative Support The Director is responsible for overseeing the administrative support of research activity within the School. The following bullets identify the most important aspects of this activity: Provides support and expertise for proposal development Liaises with external funding agencies Oversees the management of research funds in the School Oversees the reporting of research information/accounting to various funding agencies Oversees human resource activity for research staff Oversees research project budgets and in-kind contribution from the School

Marketing Conducts environmental scans within and external to the nursing profession, to identify trends, changes and issues of particular relevance to the School. Develops marketing plan for the School and oversees its implementation. Works with the Vice Dean to enhance the School's brand through the development and maintenance of communication vehicles (i.e. website, social media, annual report, etc.). Plans and implements strategy in support of attracting high-caliber candidates to posted faculty positions Contributes to maintaining the School's prominence and centrality within the Faculty and externally Develops the communications strategy within the School, for open and accessible interchange.

Information Technology The Director is responsible for overseeing the information technology activities within the School. The following bullets identify the most important aspects of this activity: Oversees ongoing University and department specific technology plans in order to meet the ongoing needs of students, Faculty and administrative staff Identifies and explores opportunities using technology to design functional processes that can be used in practical applications in creating efficiencies in the School which are not currently provided through central systems. Ensures administrative staff and Faculty have the minimum technology standards to perform their duties effectively and efficiently

12.Special Projects As a Faculty resource, the Director is expected to lead or participate in special projects for the Faculty as required.

Qualifications: Education: University degree at the Master's level in a related field, with appropriate experience. An MBA would be an asset

Experience: 5 to 10 years of managerial experience in an academic health sciences centre and/or health care organization Knowledge/Proven experience developing organizational vision and strategic plans Project management expertise Financial analysis and Analytical expertise Human resources experience

Knowledge/Skills: Excellent written and verbal communication skills Exceptional interpersonal skills Building partnerships and relationship skills Facilitation and presentation skills Negotiation and conflict resolution skills Current management theories and best practices Labour relations Provincial licensing bodies (College of Nurses of Ontario) CASN Accreditation procedures Regulations of licensing bodies (i.e., CNO) for placement and adhering to the curriculum requirements for each of the professional programs University and hospital policies and procedures Information systems management

Leadership Effectiveness: McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these Leadership Capabilities by: Taking a Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.

For more information, visit McMaster University for DIRECTOR OF ADMINISTRATION, SCHOOL OF NURSING