



# 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.Links 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/18

## Director, Operations

<b>Job ID</b>	<b>382378-1-7184</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=382378-1-7184">https://careers.indigenous.link/viewjob?jobname=382378-1-7184</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2024-06-12	To: 2050-01-01
<b>Job</b>	Type: Part-time	Category: Education

### Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team

The National Institute on Ageing (NIA), based at Toronto Metropolitan University, improves the lives of older adults and the systems that support them by convening stakeholders, conducting research, advancing policy solutions and practice innovations, sharing information, and shifting attitudes. Our vision is a Canada where older adults feel valued, included, supported and better prepared to age with confidence.

### The Opportunity

Are you a **bold** and experienced administrative and operations professional who is passionate about supporting ageing Canadians through advocacy and policy solutions? Would you like to be part of a collaborative and award-winning team? The NIA has a rewarding career opportunity for a Director, Operations. Join an inclusive, innovative and collaborative team and help support Canadians as they transition to a new stage in their lives. Does this sound like you? If so, keep reading to find out more.

The Director, Operations provides strategic oversight and direction for the NIA's administrative operations, supporting the Executive Director in areas such as operational planning, administration, finance, human resources, facilities, asset management and project and process management. They collaborate with the Executive Director on the development of medium to long-term strategies to support and execute the vision of the NIA's strategic goals and priorities.

The Director ensures effective implementation of projects and initiatives focusing on the continuous improvement of operational, administrative and project management resources. They facilitate common understanding of processes across the NIA, and collaborate to promote engagement, innovation and strategic linkages across initiatives which further NIA's mission of making life better for older adults in Canada. Leadership Competencies

Acts with Integrity: Demonstrates behaviors aligned with high ethical standards and personal integrity and acts in accordance with TMU values. Builds Relationships of Trust & Collaboration: Actively builds a culture of trust and

fosters meaningful relationships. Leads Inclusively: Creates an inclusive environment where everyone is respected, recognized, empowered to achieve their potential, and valued for their differences. Demonstrates Organizational Acumen: Understands and respectfully navigates complex internal and external environments using sound judgment, diplomacy, and tact. Drives Vision & Results: Creates and implements a vision grounded in sound decision-making to achieve desired outcomes.

#### Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary degree program in business or public administration, strategic and financial planning and administration, or in a relevant field
- Five to seven (5-7) years of experience in a similar role that involves human resource management, strategic financial planning, management and administration, and reporting
- Experience supervising staff in a unionized environment, preferably within a public or broader public sector organization.
- Knowledge of financial and human resource management principles and practices;
- Knowledge of project management principles, practices and methodologies;
- Knowledge of computers and various software application packages (e.g. Word, Excel, Access, Microsoft Project, e-mail, PowerPoint, Google Apps, etc.).

#### Additional Information

Position Number(s) 20005109

Reports To Executive Director

Department National Institute on Ageing

Vacancy Type Term

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date 1 year from start date (Possibility of extension subject to available funding)

Hours of Work 36.25

Grade D61

Salary Scale \$95,259 - \$152,167

Hiring Salary Range \$95,259 - \$123,713

TA Specialist Claudiu

Posting Date June 10, 2024

Application Close Date July 3, 2024

- Qualified MAC candidates will be considered before members of other employee groups.
- To correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black-identified persons, other racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out to Tracey King, Aboriginal HR Consultant for support during the selection process.
- We will provide an accessible experience for applicants, students, employees, and members of the TMU community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.

For more information, visit Toronto Metropolitan University for Director, Operations

