



# 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: 2024/07/27

## Manager, Projects & Operations

<b>Job ID</b>	<b>382879-1-5724</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=382879-1-5724">https://careers.indigenous.link/viewjob?jobname=382879-1-5724</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2024-07-23	To: 2050-01-01
<b>Job</b>	Type: Full-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

We are a team of human resources experts and innovators who contribute to the achievement of TMU's strategic priorities. We partner with our clients to create and deliver outstanding practical and strategic human resource solutions, processes and services that enhance workplace culture, engagement and inclusion. We have embarked on a journey to reimagine HR, as well as modernize and enhance the employee experience.

#### The Opportunity

The Office of the Chief Human Resources Officer in Human Resources is looking for a Manager, Projects and Operation. In this role, you will manage all day to day operations of the Office of the Chief Human Resources Officer (CHRO), oversee and control the administrative and financial operations of the Office in relation to the departmental and special projects budgets, physical space and IT resources. You will provide effective and efficient planning, management and execution of all operational and administrative functions and services for the Office of the CHRO, as well as support the strategic goals and priorities of the department by managing resources in an efficient, innovative and professional manner to ensure the provision of high quality and relevant programs and services. Other responsibilities include:

- Ascertaining the nature of confidential issues brought to the Office for resolution. Determining the appropriateness of providing such information to internal University employees, including senior management, or to external groups, such as various government departments and agencies and the executive offices of private sector companies and disseminates as appropriate.
- Managing, overseeing and controlling the financial operations of the Office of the CHRO in relation to the departmental budget and special project budgets. Organizing and overseeing the department's financial and budget allocation in order

to ensure that financial targets are met and that project goals are achieved. This includes managing the budgeting process, preparation and management of departmental budget, forecasting of costs, resource requirements and budget availability.

- Participating in short and long-range strategic planning and conducting the necessary research to gather information relevant to the department's priorities.
- Assisting the CHRO and HR senior management with implementation and delivery of special projects including gathering necessary resources, executing related activities, and data and feedback collection.
- Managing space and capital equipment inventory and coordinates with other university departments relative to renovations, security of space, and emergency responses, ensuring compliance with university and legislative regulations.
- Managing and supervising staff, providing clarity of roles, responsibilities and accountabilities in order to enable the team to manage their areas of responsibility in an effective, efficient and transparent manner.

#### 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, preferably in a business-related discipline or related field. A strong background in finance/budget management is preferred.
- A Minimum five (5) years of directly related work experience providing executive administrative support to senior management or executive level, including experience in financial and resources management, financial planning and reporting, general administration of operations, project coordination and support, preferably in a comparable organization.
- Excellent interpersonal/human relations and facilitation skills.
- Knowledge of project management principles, methodologies, and practices.
- Ability to handle sensitive and confidential issues appropriately.
- Extensive and demonstrated knowledge in office/business administration, financial functions in public sector finance, including budgeting and financial planning.
- A demonstrated commitment to and meaningful experience with the principles of equity, diversity, and inclusion; an understanding of how those principles should inform and shape the work of Human Resources to appropriately build a campus community inclusive of the University's diverse student, faculty and staff population is required.

#### Additional Information (MAC)

Position Number(s) 10001151

Reports To Chief Human Resources Officer (CHRO)

Department Human Resources

Vacancy Type TERM until October 31, 2025

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date October 31, 2025

Hours of Work 36.25

Grade C51

Salary Scale \$76,622 - \$122,396

Hiring Salary Range Up to \$97,000

TA Specialist -

Posting Date July 22, 2024

Application Close Date August 5, 2024

- An equivalent combination of education and experience may be considered.
- 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.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment,

starting 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.

For more information, visit [Toronto Metropolitan University for Manager, Projects & Operations](#)