



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.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

Chief Administrative Officer

Job ID	369125-1-3272	
Web Address	https://careers.indigenous.link/viewjob?jobname=369125-1-3272	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-09-28	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University 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. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, 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, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The Team This position reports directly to the Dean, and works collaboratively with Associate Deans, Chairs, Program Directors and other leaders. This position directly supervises professional and managerial staff within administration, finance, and IT functions within the Faculty. This position also has functional supervision over the Manager(s) and Director(s) of various units such as Institutes, Centres, Research departments housed within the Faculty on matters related to implementing integrated strategy, finance and administration. In discharging these responsibilities this position works collaboratively with and is accountable to central administration with respect to due diligence, related to matters under the jurisdiction of Senate, University Planning, Financial Services and Human Resources, and is required to comply with and support University-wide policies, collective agreements and their interpretations, employment legislation, etc.

The Opportunity

As part of the Dean's leadership team, the CAO develops and implements an integrated multi year strategy for the Faculty and its constituent units to deliver the vision, goals and objectives as defined by the Dean and the Faculty's leadership team and aligned with the University's Academic plan. The CAO provides expertise, collaborates with Faculty leaders to ensure consistent, feasible and financially supported annual business plans, programs, projects and initiatives are implemented for each unit..

The CAO provides leadership for the effective management and administration of the Faculty's resources including financial, human resources and physical resources such as IT, space and capital infrastructure, in accordance with university policies, procedures, and applicable collective agreements. Represents the Dean and the Faculty in long-term financial/human resources/operational planning activities at the University level. Qualifications To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

Minimum level of education and specialty/discipline required

- Completion of a post-graduate Master's degree program in business or public administration (or in a relevant field), with a certification in Finance, or in a relevant field.

Minimum number of years and type/area of experience required given minimum education requirement

- Minimum of ten (10) years of progressively increasing directly related leadership experience in strategic, financial and resources planning and administration.

- Demonstrated experience in managing staff in a unionized environment required, preferably in a public sector organization.

Required certifications, designation or licenses to complete the key responsibilities of the position

- Certification in Finance or Financial Management.

Required skills and demonstrated knowledge

- Strategic thinking / strategic planning skills.
- Excellent presentation and communication skills.
- Leadership and management skills.
- Strong financial, accounting and project management skills.
- Analytical reasoning and Financial risk assessment skills.
- Superior interpersonal/human relations skills.
- The ability to handle multiple projects/assignments at once.
- Time management skills.
- Decision making skills.

Physical Effort

- This position requires routine physical activity most of the time. The incumbent is frequently required to work on a computer for extended periods of time while preparing strategic plans, management reports, documents and letters. Manual dexterity is required for extended periods of computer work. Physical movement may be required while participating in special events.

Working Conditions

- The majority of the incumbent's time is spent in an office environment. The incumbent is required to meet multiple and conflicting deadlines on a regular ongoing basis, which requires working varying work schedules and flexible hours regularly.

Additional Information

Position Number(s) 10001176

Reports To Office of the Dean, Faculty of Arts

Vacancy Type FTCE

Employee Group MAC

Start Date ASAP

Hours of Work 36.25

Grade D72

Salary Scale \$128,176 - \$204,749(Hiring salary: \$128,176 - \$166,463)

HR Advisor James McKay

Application Close Date October 4, 2022

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 careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

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, 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 contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Chief Administrative Officer