



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: 2024/07/26

Operations Lead

Job ID	377493-1-3389	
Web Address	https://careers.indigenous.link/viewjob?jobname=377493-1-3389	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-11-17	To: 2050-01-01
Job	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

Rogers Cybersecure Catalyst

Rogers Cybersecure Catalyst (Catalyst) empowers individuals and organizations to seize the opportunities and tackle the challenges of cybersecurity. Together with our partners and collaborators, we work to realize a vision of healthy democracies and thriving societies, powered by safe and secure digital technologies.

Through our groundbreaking training and certification programs; unique commercial acceleration programs for cybersecurity start-ups and scale-ups; first-of-its-kind cyber range; wide-ranging public education programs; and influential policy interventions, the Catalyst helps drive Canada's global competitiveness in cybersecurity.

The Catalyst is a not-for-profit corporation owned and operated by Toronto Metropolitan University and based in Brampton, ON. Hybrid work schedule with expectations of weekly days in the Brampton offices.

The Opportunity

The Operations Lead will be responsible for overseeing the management of operational and administrative functions, including IT, HR, facilities and a focus on finance and budget related management in support of the Rogers Cybersecure Catalyst's (Catalyst) strategic plan and objectives to facilitate cybersecurity programming, growth and revenue generation. You will also provide support and guidance to management on internal administrative, financial human resources affairs in accordance with Catalyst and university policies, procedures.

Responsibilities will also include but are not limited to: Financial Management and Reporting:

- Implements robust financial protocols and controls that ensure financial accountability for revenue generated through partnerships, project funding fee for service programs and other by the Catalyst, aligned with University policies, procedures and regulations. Reviews internal financial and accounting processes and transactions, ensuring audit readiness.
- Provides support to the Director in the development of an annual operating budget for the Catalyst and ensures alignment between the budget and department goals with respect to staff, services, programs and projects. Provides advice to the Catalyst leaders on financial matters including risk, protocols, controls and applicable regulatory requirements.
- Works closely with the Director to fulfill all procurement related needs for the Catalyst. Advises on and contributes to procurement related negotiations, risk assessments of contracts/agreements and review financial terms and conditions as required. Prepares RTW documents, leads the RFP processes, prepares and or reviews PSAs and amendments, external vendor contracts, MOUs etc to ensure contract agreement/terms and conditions are in accordance with University policies and guidelines.

Administrative Operations:

- Oversees the management of the Catalyst's administrative operations (including facilities management), implementation of effective and efficient business processes and oversight of projects within the portfolio, ensuring resources are available to support the Catalyst's programming and business objectives. Collaborates with and supports the Catalyst leadership to ensure the effective delivery of high-quality and relevant services and initiatives to support the overall mission of the Catalyst
- Manages a wide variety of operational and administrative issues for the Catalyst, to include triaging to the appropriate unit or individual concerned for further resolution. Liaises with central administration for the interpretation of University policies, procedures, collective agreements, and legislation related to operational issues and ensures concerns are resolved while adhering to University and Catalyst policies, procedures, and service standards.

Human Resources Management and Administration:

- Provides advice and support on HR planning and administration activities in collaboration with central HR. Works closely with the Director and central HR to implement change management initiatives and processes with the department, aimed to improve existing organizational structure and/or processes.
- In consultation with the management team, ensures appropriate levels and competencies of staff and reviews staff positions, including new positions. Assists managers in the development of job descriptions, interview preparation and ensures that reviews follow HR procedures and standards.

Supports the management team by ensuring that timelines are met for processing and on boarding new hires, staff renewals and staff changes.

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, Finance or a related field.
- A minimum of 4 years of directly related experience in financial and resource management, including financial planning, budget tracking and reporting, and general administration or operations facility management.
- Strong knowledge of financial principles, methodologies, and practices including financial analysis.
- Experience working with cross functional teams and assigning tasks and deadlines to multiple staff, preferably in a public service or not for profit environment or post-secondary institution.
- Knowledge of human resource management principles, methodologies, practices.
- Exceptional verbal, written and interpersonal communication skills.
- Strong analytical, critical thinking, problem solving and negotiation skills.
- Planning, time management and organizational skills.
- Ability to influence using tact and diplomacy.
- Ability to maintain strict and confidential information and meet deadlines.
- Project management and supervisory skills.
- Strong ability to take initiative and proactively suggest improvements to systems and practices.
- Advanced proficiency in Google Suite and Microsoft Word (Word, Excel, PPT) and Database systems including knowledge of other computer software (SAS, Oracle Financial System) and web/video conferencing technologies.

Additional Information

Position Number(s) 20004894

Reports To Director, Strategic Operations

Department Rogers Cybersecure Catalyst

Vacancy Type Term 18 months - with option to renew

Employee Group MAC

Work Location Hybrid - 2 days in Brampton Office

Start Date ASAP

End Date 18 months after start date (with option to renew)

Hours of Work 36.25

Grade C42

Salary Scale \$67,372 to 107,621

Hiring Salary Range Up to \$ 100,000

TA Specialist -

Posting Date January 26, 2024

Application Close Date February 8, 2024

Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole

discretion, be considered to fill a vacancy on an underfill basis.

- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- 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.
- 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 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 Operations Lead](#)