



# 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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## PROGRAM MANAGER, MASTER OF PUBLIC POLICY IN DIGITA

<b>Job ID</b>	52294-5830	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=52294-5830">https://careers.indigenous.link/viewjob?jobname=52294-5830</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2023-01-24	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Department, Unit or Project Description:McMaster University's new Master of Public Policy (MPP) in Digital Society is a 12-month-long professional degree program that aims to train prospective policy leaders to navigate the rapidly changing dynamics of the technological landscape so as to more effectively address the complex social, political, and economic challenges that have accompanied the digital age. Job Summary:The Program Manager, MPP is accountable for developing, implementing and maintaining the efficient operation of the MPP Program.Accountabilities:The role of the Administrative Program Director includes:

- Chairing the MPP Advisory Committee;
  - Developing the annual course and teaching allocation plans;
  - Preparing curricular revisions;
  - Managerial oversight of sessional faculty
  - Initiating academic hiring, in coordination with the Dean of Social Sciences and participating tenure-granting departments;
  - Leading student recruitment and monitoring student enrolment numbers;
  - Supervising administrative staff;
  - Managing external stakeholder relationships, including recruiting and administering an external advisory board for the program
  - Overseeing periodic program reviews, including the IQAP process of quality assessment;
  - Building the profile of the program;
  - Managing external communications for the program, including the program website, newsletter, and social media channels;
  - Developing external networks and partnerships for the program;
  - Overseeing the development of marketing materials for the program;
  - Soliciting internal and external funding for the program;
  - Developing and maintaining strong relationships with other MPP programs in Canada and internationally;
  - Monitoring emerging pedagogies and practices that may enhance the quality and calibre of the program;
  - Developing robust and enduring relationships between the program and government and industry partners; and
  - Developing placement opportunities for program graduates in the public and private sector.
- Financial Management:**  
The Program Manager, MPP meets with senior management to determine priorities, develops, recommends and implements the annual operating budget. The Program Manager, MPP authorizes expenditures and audits all accounts and revenue generating functions and ensures compliance with university and departmental budget policies and financial procedures. Ensures preparation of all appropriate reporting and year end documentation. The Program Manager, MPP regularly conducts formal reviews of all accounts and makes adjustments accordingly. The Program Manager, MPP also monitors and maintains contractual obligations of partnerships.

### Human Resources Management:

The Program Manager, MPP is responsible for the human resources activities of the department which may include off-site groups and oversees the day-to-day activities through direct supervision of the office staff and provision of guidance to others in the reporting area. The Program Manager, MPP ensures compliance with Human Resources policies and procedures. The Program Manager, MPP evaluates needs and recommends reallocation of resources, training, ensures internal equity for remuneration of staff and advises staff and faculty on human resources and labour law matters. The Program Manager, MPP ensures provision of departmental support services.

### Physical Resources Management:

The Program Manager, MPP reviews objectives and makes recommendations for efficient utilization of space within the control of the department. The Program Manager, MPP maintains space inventory and interacts with other departments for required services to the buildings such as renovations, security, emergency responses, etc. all the while ensuring compliance with university and government regulations and exercising of budget controls. Responsibilities may include relocating faculty members, administrative groups, students groups and ensuring all services are appropriately transferred when required.

**Planning:** The Program Manager, MPP contributes to the research and development of business plans intended to make the department more flexible, cost-effective and responsive to customer needs. The Program Manager, MPP participates in the development and implementation of both short and long-term plans to ensure the effective and efficient use of all operational resources. Works with senior management in defining projects, assigning priorities, allocating staff and monitoring progress of new and existing projects.

For more information, visit McMaster University for PROGRAM MANAGER, MASTER OF PUBLIC POLICY IN DIGITA