



# 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:

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

## MANAGER, STRATEGIC INITIATIVES & PARTNERSHIPS

<b>Job ID</b>	<b>55311-5541</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=55311-5541">https://careers.indigenous.link/viewjob?jobname=55311-5541</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2023-05-26	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Hospitality Services is a McMaster department committed to enhancing the campus life experience by supporting the University vision and by fostering a culture of inclusivity and respect. Hospitality Services provides the McMaster community with an evolving variety of global cuisine options while striving to create a positive work environment. Our staff (210 unionized, 250 non-unionized) work throughout more than 20 locations to serve vegetarian choices, international food menus, healthy options, quick snacks and made-to-order entrees seven days a week. **JOB SUMMARY:**The role is accountable for managing and coordinating projects and initiatives in support of Hospitality Services's strategic goals as identified and supported by the Hospitality Services Director. The role is responsible for the implementation and facilitation of the Hospitality Services Strategic Plan, including high level administration, non-capital project development, planning, implementation, communication, and outcome information management. This will be accomplished by supporting administrative responsibilities, creating and managing strategic project plans, applying best practices, and ensuring that results are achieved and reported on in an effective and efficient manner. In addition, this role will oversee and manage resources needed to refine, implement, and measure strategic initiatives and associated projects and those activities are delivered in accordance with approved budgets. The Manager of Strategic Initiatives and Partnerships is required to work collaboratively with a wide range of partners and stakeholders across departments and programs. The Manager of Strategic Initiatives will coordinate, lead and assist with projects, initiatives and daily activities within Hospitality Services that require knowledge of confidential information about staffing, funding priorities, new directions, and other strategic institutional objectives. **ACCOUNTABILITIES:**Project Management:

- Manages multiple projects that impact Hospitality Services and consults with, advises, and leads other project participants.
- Develops, implements, and oversees project plans and monitors progress toward desired outcomes. Establishes project schedules, ensures conformance to plans and revises as appropriate to meet changing needs and requirements. Plans appropriately and shifts direction if current procedures do not allow for sufficient progress.
- Assumes responsibility for project outcomes; monitors all aspects of the project and analyzes progress.
- Leads and guides the roll out of the 5-year strategy. Applies expertise and thinks creatively to address unique or ambiguous situations and to find solutions to problems that can be complex and non-routine.

**Engagement & Outreach:**

- Networks with industry contacts to gather and identify competitive insights and best practices.
- Provides strategic advice on policy matters, potential partnerships, and community engagement opportunities.
- Supports in building partnerships and relationships with internal and external stakeholders.
- Execute effective program/process management by facilitating meetings required as part of the proposal development process with internal clients and external partners. Leads and navigates consultation activities that may be used to inform the design and delivery of the program(s)

**Strategy and Planning:**

- Provides strategic analysis, decision making, and recommendations to senior management on the direction and implementation of the program(s)
- Develops strategies to identify, manage and mitigate against organizational risk relating to initiatives.
- Develops proposals or amendments to programs in collaboration with the Director, Hospitality Services
- Ensures consideration for priority social issues, such as equity deserving groups, cultural safety, gender, environment,

in design and implementation approaches as well as the local context.

- Investigates specific issues by performing gap analyses to identify specific needs, recommends solutions, and, where appropriate, implements improvements to existing business practices and processes.
- Conducts environmental scans and formulates strategies from the results.
- Supports the development, planning and identification of growth and strategic opportunities identified by the Director, by collecting relevant data, researching best practices and trends, and obtaining relevant feedback from internal and external stakeholders.
- Provides insight and advice to ensure the department needs and priorities are effectively addressed, and strategic objectives are met. Forms concrete action plans and monitors projects to ensure they continue to address Hospitality Services priorities and move the HS Strategic Plan forward. Leads the Strategic Implementation Committee to ensure objectives and timelines are clear.

Administration:

- Develop draft communications such as remarks, presentations, and correspondence to a multitude of stakeholders.
- Ensure the appropriate collection, analysis and reporting of data required for analysis, strategic planning and decision making to support Institutional objectives. Advise on draft policies and procedures.

QUALIFICATIONS:

Education: University Degree. Masters level preferred.

Experience:

- 5+ years related experience in a post-secondary setting with experience and knowledge in strategy and road map development.
- In depth use of project management framework. Asset: working on strategic initiatives related to food, and sustainability.
- Experience in an institutional food service operation and post-secondary environment
- Demonstrated ability to work with and support cross-functional and cross-professional project teams.
- Able to work effectively at all levels in an organization.
- Demonstrated ability to establish and maintain effective relationships and partnerships with Faculty leaders.
- Demonstrated ability to successfully lead a team on strategic projects.
- Ability to manage change and ambiguity, is adaptive and flexible as conditions change. Ability to facilitate a number of projects simultaneously.

Knowledge/Skills:

- Detailed understanding of food, sustainability and stakeholders expectations.
- Excellent project management skills and approaches, tools and phases of the project lifecycle.
- Strong business acumen.
- Knowledge of governance, systems and decision-making processes at a University; a comprehensive understanding of a University's Policies and Procedures is essential.
- Solid foundation in organizational change management methodology and principles and the ability to translate them into standard business practice.
- Strong communications skills, both verbal and written. Ability to anticipate challenges, risks and outcomes.

For more information, visit McMaster University for **MANAGER, STRATEGIC INITIATIVES & PARTNERSHIPS**