



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: 2024/05/07

Director, Strategic Projects And Initiatives

Job ID	9B-10-55-6C-62-27	
Web Address	https://careers.indigenous.link/viewjob?jobname=9B-10-55-6C-62-27	
Company	University of Toronto - St. George	
Location	Toronto, Ontario	
Date Posted	From: 2019-11-14	To: 2019-11-21
Job	Type: Full-time	Category: Office
Languages	English	

Description

Faculty / Division: Office of the Vice-President and Provost

Department: Office of the Vice-President and Provost

Campus: St. George (downtown Toronto)

Description:

Working under the direction of the Assistant Provost, the Director is responsible for overseeing the management of strategic projects and initiatives in the Provost's Division. The Director is a leader in identifying and managing issues, advising on strategy options, recommending solutions, implementing project plans and responding to the objectives and priorities of the Office of the Vice-President and Provost.

Working closely with the Vice-President and Provost, the Vice-Provosts and the Assistant Provost, as well as other senior university administrators and project officers across the Division, the Director is responsible for project management and implementation to ensure the work of the Provost's Office can be carried out efficiently and effectively from the design through the implementation phases. The incumbent also oversees the development and revision of academic policies and guidelines, and works with members of the Provost's Division to ensure compliance with changes to legislation impacting academic policy in Canada.

Such project management and implementation includes: (a) providing strategic advice on policy matters and on strategies for dealing with specific matters (e.g., free speech on campus, undergraduate education, tri-campus and federated college relationships, and issues management protocols), (b) advising on draft policies and proposals on a variety of topics (e.g., review of the Policy on Sexual Violence and Sexual Harassment), (c) initiating and undertaking detailed research on a wide variety of issues and topics (e.g., work-integrated learning, graduate professional development), (d) following-up on decisions made by the members of the portfolio and the portfolio's various committees, and (e) ensuring ongoing maintenance of the highest level of pro-activity and service for the portfolio of the Office of the Vice-President and Provost. The Director will coordinate, assist with, and advance projects, initiatives and daily activities within the Office of the Vice-President & Provost that require knowledge of confidential information about Faculty staffing, priorities and new academic directions.

The role of the Director will continue to evolve and the individual must be willing to respond to the given priorities of the day and be willing to work cooperatively in a challenging and dynamic environment.

Qualifications:

(MINIMUM)

Education:

Graduate degree required, PMP required, or equivalent in education and experience.

Experience:

Minimum eight (8) years' experience in a University setting in progressively senior positions. Extensive experience with the University and knowledge of university policies and procedures and an understanding of the university's organizational structure, including its governance. Experience moving projects through complex governance approval processes. Experience leading complex and multi-stakeholder projects related to policy development. Experience planning for and managing large-scale, interrelated, complex projects, and coordinating and collaborating with cross-functional team members to deliver quality results within project deadlines. Knowledge about media, protocol,

diplomacy and an excellent understanding of the University's mission and intersection with the broader community. Must have previous experience with research methods and project management. Demonstrated experience developing strategy, providing expertise and overall management to complex restructuring activities. Experience with issues management and public relations at a large institution.

Skills:

Advanced computer skills in Microsoft Office (must be able to set up templates and macros in Word and Excel, set up Excel spreadsheets and graphics, prepare sophisticated PowerPoint presentations, knowledge of Sharepoint), Internet, Acrobat, and scheduling software.

Other:

Strong research, writing, communication, presentation and interpersonal skills; high degree of political acuity and judgment; ability to deal with senior University Officers in a manner which facilitates cooperation and consensus building; ability to work independently with a high degree of initiative, discretion, and tact; ability to work under pressure; superior organizational skills in planning, project management and task coordination; flexibility and problem solver orientation; and strong leadership capabilities.

Superior oral and written communication, facilitation and interpersonal skills. Demonstrated leadership skills.

Demonstrated proactive and effective client service orientation. Demonstrated creativity, flexibility, initiative and problem-solving skills. Ability to work effectively both independently and within a team environment and to successfully manage multiple and conflicting priorities with tight deadlines. Advanced analytical skills. Awareness of and sensitivity to issues of equity and diversity. Ability to maintain strict standards of confidentiality. Demonstrated project management skills. Demonstrated ability to deal with sensitive issues with tact, diplomacy and compassion.

Travel: None

Notes:

This posting is scheduled to close on November 17, 2019 at 11:59:00 PM EST.

Employee Group: Professional / Managerial

Appointment Type: Budget - Continuing

Schedule: Full-time

Pay Scale Group and Hiring Rate: PM 5 -- Hiring Zone: \$103,334 - \$120,556 -- Broadband Salary Range: \$103,334 - \$172,224

Job Field: Governance & Policy

Job Posting: Nov 1, 2019

Job Closing: Nov 17, 2019, 11:59:00 PM

How to Apply

Apply directly on our website:

<https://utoronto.taleo.net/careersection/10000/jobdetail.ftl?job=1904782&tz=GMT-05%3A00&tzname=America%2FToronto>