



Do you believe in the power of ideas, possibility, and in building community?

Alberta University of the Arts (AUArts) is looking for strategic and experienced **University Secretary**.

This is a permanent full-time position and hours of work are 35 hours per week.

Why AUArts?

Alberta University of the Arts rests on the traditional Treaty 7 Territories of the Blackfoot people and in the spirit of our collective effort to promote reconciliation, we acknowledge the traditional territories and oral practices of the Blackfoot Confederacy, which includes Siksika, Piikani and Kainai, the Tsuut'ina, the Stoney Nakoda First Nations (Bears paw, Chiniki and Wesley), Metis Nation Region III, and all those who make their homes in the Treaty 7 Region of Southern Alberta.

AUArts is a community of thinkers, shapers, makers, and risk takers. We are students, faculty, staff, and alumni rich in diversity of culture and thought, challenged to fearlessly explore what moves us, drives us, and implores us to see the world differently.

The Alberta University of the Arts offers its 1,100 students studio-based programming that leads to a Bachelor of Fine Arts, a Bachelor of Design, and an MFA in Craft Media. It has deep roots in Calgary's creative community and will soon be celebrating its centennial.

The Opportunity

Competition #2223-MA-MP-29

Reporting to the President/CEO, the University Secretary is responsible for coordinating and facilitating the activities of the Board of Governors and of the General Faculties Council (GFC), and their various committees, to ensure the effective and efficient operation of the University's bicameral system of governance, as per the Alberta Post-Secondary Learning Act.

The University Secretary leads the University's policy development process, including policy creation, review and identifying and advising on the impacts of policies on governance and accountability. This role also acts as the Freedom of Information and Privacy Protection of Privacy (FOIP) Coordinator who is responsible for managing its access and privacy responsibilities.

Key Responsibilities:

University Governance

- Steward and lead the governance operations of the University, liaising among decision-making bodies and senior university leaders to ensure the effective and efficient operation of the bicameral system of governance.
- Provide advice and interpretation of bylaws, procedures, and practices, reviewing and recommending changes as applicable.
- Conduct and oversee elections for key governance roles and provide new member orientation.
- Provides administrative support to the Board of Governors, General Faculties Council, and committees.
- Liaise with the AUArts Students Association to ensure matters of academic concern are addressed and to examine ways of increasing student participation in academic governance; assist student members in their role as members of the Board and General Faculties Council.

Policy Management

- Provide expert advice and guidance on issues of interpretation and application of University jurisdiction, strategy, policy, and process.
- Lead the development of new and amended policies in conjunction with University leaders.
- Manage and maintain the University policy development framework, policy repository (internal and external) and all associated policy documents.
- Oversee all legislative adherence pertaining to the governance and operations of the institution including the PSLA, FOIP and provincial and federal legislation.
- Ensure compliance with all applicable provincial and federal legislation, and provide reporting and required documentation to government bodies.

Privacy & FOIP Administration

- Act as the University FOIP Coordinator, ensuring organizational compliance with government policies all provincial and federal legislation.
- Responsible for the overall management of access to information and protection of personal information within the university including policy ownership related to Privacy and FOIP.
- Coordinate freedom of information requests including the assessment of fees, timelines, management of disclosures, applicable records and redacting protected information.
- Investigate and report on privacy breaches, in conjunction with Human Resources as applicable.
- Advise University community members on the requirements for training regarding privacy, freedom of information requests, and recommend actions to mitigate issues and ensure adherence to applicable policies and legislation.

Operational Management

- Lead the operations of the University Secretariat, including employee recruitment, goal setting, performance appraisals, mentoring, and coaching. Manage operational costs, budget and asset management.
- Organize events related to the Secretariat, such as annual planning, training, or other sessions.
- Provide oversight on asset operations, purchases and long-term planning and budget submissions.

Qualifications:

The following qualifications have been determined to promote likelihood of success in the role. In alignment with the principles of inclusion, individuals with an alternative equivalent qualification may be considered.

- Degree in a relevant field such as law, administration, or public policy
- 5 years experience in a senior governance oversight role
- Demonstrated expertise in post-secondary legislation, policy, and procedure management
- Demonstrated expertise in legislative compliance management
- Demonstrated experience in FOIP and Privacy management
- Demonstrated experience advising senior leaders and building collaborative relationships
- Proficient in election governance and meeting management
- Graduate education in law (LLB, JD) is an asset
- Experience in jurisdictional management is an asset
- Experience in Board administration is an asset
- Experience in operational and budget management is an asset
- Expertise in Alberta provincial legislation (PSERA, PSLA) is an asset

The starting annual salary will be dependent upon the candidate's skills, education, and experience.

What We Offer

- Comprehensive benefits package including pension and health spending account
- Annual vacation starting at 24 days, 9 Manager Flex days, Personal days, and other types of leave
- Paid time off over the University closure from December 24 – 31
- Flexible / hybrid work arrangements

How to Apply

Apply Here: <https://can231.dayforcehcm.com/CandidatePortal/en-US/auarts/Posting/View/1003>

Applications must be submitted as a single PDF document and include:

- Cover Letter
- Curriculum Vitae / Resume

Candidates will be required to create an account in order to submit your application. Please visit our [Application FAQ's](#) page to ensure your application is complete prior to submission. Please upload your single document to the "Resume" section – do not upload any documents to the "Cover Letter" section.

Review of applications will begin **May 25, 2023** and will continue until the position is filled or the search is closed. While we thank all candidates for their interest, only applicants selected for an interview will be contacted.

Further information about AUArts is available on our website at www.auarts.ca.

AUArts is an equal opportunity employer and is strongly committed to fostering inclusion and belonging within our community.

We welcome applicants who have demonstrated a commitment to upholding the values of equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission. 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, those who identify as women and/or 2SLGBTQ+.

We recognize the legitimate and potential impact that career interruptions (maternity leaves, leave due to illness) can have on a candidate's record of research achievement. Applicants are encouraged to identify in their application the impact that career interruptions may have had on their record of practice and achievement; this will be taken into consideration during the assessment process.

We are committed to making our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact hr@auarts.ca. All requests for accommodation will be treated confidentially

Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. All successful candidates must demonstrate that they are legally entitled to work in Canada.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at foip@auarts.ca.