

Position Vacancy – Vice-President (Administration & Finance)

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Mamaawii-atooshke aakihkiwiin, Brandon University's (BU) strategic plan, aspires to be Canada's finest Regional University. Regional universities play a crucial role in Canada's post-secondary world. Regional universities are the intellectual, cultural, and social hubs of their communities. We provide educational opportunities to many who would otherwise not participate in the post-secondary experience. BU's small class size provides intimate educational opportunities for students. Brandon is a thriving and growing community, and Manitoba's second largest city. Our largest student demographic are students from Brandon and many smaller communities in Western and Northern Manitoba. We have a growing international student population that adds to the diversity of the campus. Our self-declared Indigenous student population is approximately 15% of our student body.

BU enjoys a long and storied history of higher education. First as a college and since 1967 as a University, BU is a mature institution. BU highly values equity, diversity, and inclusion and is committed to redressing the wrongs of settler colonization inflicted upon Indigenous peoples. We work in collaboration with Indigenous communities to eliminate educational barriers and gaps between Indigenous and non-Indigenous Canadians in line with the Truth and Reconciliation Commission's Calls to Action. We welcome diversity in its forms with the knowledge that more and different voices create a better community.

It is in this context that Brandon University (BU) seeks a dynamic, collaborative, and community-engaged leader to assume the position of **Vice-President (Administration & Finance)** and invites applications for the position.

Brandon University is committed to improving equity and diversity among University employees and particularly within leadership. In accordance with the University's Equity Plan, preference will be given to individuals who may contribute to the diversification of the University, especially those who are Black, Indigenous, People of Colour, women and non-binary gender expression individuals. Candidates from these groups are encouraged to self-identify. Canadian citizens and permanent residents are given priority. Evidence of citizenship must be provided.

We are committed to providing an inclusive and barrier-free work environment. This starts with the hiring process. If you require an accommodation during any phase of the recruitment process, please contact Human Resources. All information received related to an accommodation is kept confidential. To ensure this employment opportunity is accessible to all interested individuals, this posting is available in an alternate format upon request.

The Position

Reporting to the President and Vice-Chancellor, the Vice-President (Administration & Finance) is the chief financial officer of the University. The VP(A&F) plays a key stewardship role for the University and is responsible for providing leadership, strategic direction and overall management of a portfolio which includes financial management and reporting, registration services, maintenance and facilities, ancillary business operations, audit, insurance and risk management, workplace health, safety, and security,

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athletics, and recreation programs. They guide the development and management of university related administrative policies. The VP(A&F) works with a team of direct reports to guide operations and business strategies. This position is a continuing appointment.

The VP(A&F) works collaboratively with the senior administrative team, including as a member of the President's Executive Committee (PEC) and the President's Advisory Council (PAC), and contributes to the collegial governance of the University through regular participation on Senate and as a resource to the Board of Governors. The VP(A&F) leads an annual budget planning exercise that supports the primacy of the academic mission and advances the objectives set out in the Strategic Plan and other institutional plans.

Primary areas of responsibility include:

- **Business Operations** – consisting of Ancillary Services (Bookstore, Conferences and Events, Parking, Student Residence Facilities), Food Services, Athletics and Recreation (including overall responsibility for the Healthy Living Centre),
- **Financial and Registration Services** – including Accounting, Accounts Payables, Accounts Receivable and Student Loans, Purchasing, Student Records & Registration,
- **Physical Plant** – including capital projects, campus maintenance, campus master planning, campus security, and
- **Risk and Compliance** – including audit, enterprise risk management, emergency preparedness, insurance, privacy, workplace safety and health.

The VP (A&F) also has a dotted reporting line to Chief Information Officer (CIO) for the IT Services portfolio of the CIO.

In addition, the VP (A&F) will be engaged in advancing the University's strategic priorities in addition to supporting the day-to-day operations and will serve on:

- Brandon University Senate,
- Board of Governors and its committees as a Resource, particularly the Audit and Risk Committee and the Finance Committee,
- Brandon University Retirement Plan Board of Trustees,
- Brandon University Foundation Board of Directors,
- Healthy Living Centre Facility and Community Access Committee,
- Workplace Safety & Health Committee,
- Labour management and collective bargaining committees, as appropriate.

The VP (A&F) has key responsibilities related to Executive and Strategic Leadership; Finance; Administrative Operations; Internal and External Stakeholder Relations; and Statutory Compliance.

For a copy of the full position description and more information about the role, please visit <https://www.brandonu.ca/vpafsearch>.

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The ideal candidate will be a strategic, service-oriented leader with extensive experience leading diverse administrative and operational functions within a post-secondary environment or in a similarly complex organization. The Vice-President must be a skilled relationship builder who engages with others in a collaborative way that builds and maintains trust. They must foster an inclusive environment through their demonstrated commitment to the principles of Equity, Diversity, Inclusion, and Reconciliation. In addition, they should have:

Qualifications

- A bachelor's degree and a relevant professional designation are minimum requirements.
- A minimum of five years of senior level experience in a dynamic, unionized organization is required. Experience in post-secondary and/or public sector administration is an asset.
- A comparable combination of education and relevant experience may be considered.

Knowledge and Experience

The successful candidate will have demonstrated knowledge and/or experience in the following areas:

- Budget development, budget projections, and production of financial statements and financial reports.
- Financial and legal best practices and requirements, including familiarity with Public Sector Accounting Standards, The Freedom of Information and Protection of Privacy Act (FIPPA), The Personal Health Information Act (PHIA), The Public Interest Disclosure (Whistleblower Protection) Act (PIDA), and The Workplace Safety and Health Act.
- Capital and facilities planning and management.
- IT infrastructure planning and implementation.
- Labour relations within a unionized environment. A track record of strong, collegial relationships with unions is an asset.
- Leading and implementing change. Proven experience in managing change within a complex environment is an asset.
- Collegial and bi-cameral governance.
- Strategic planning and implementation of organization-wide plans.
- Proficiency with Microsoft Office Suite or related software.

Leadership Attributes

The successful candidate will have a strong record of strategic leadership and will welcome the opportunity to work in a student-centered environment. In addition, the ideal candidate will embody a leadership style that is collaborative and consultative and demonstrates:

- Openness and receptiveness to feedback and alternative perspectives, skill at encouraging and facilitating dialogue around difficult issues, and an ability to listen without judgement.
- Authenticity and emotional intelligence.

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- Stewardship of a positive organizational culture and focused efforts in support of the development of individuals within the University.
- Strong business knowledge/business acumen.
- Strong analytical and problem-solving skills.
- Strong communication skills.
- Excellent organizational skills and attention to detail.

Application deadline: February 23, 2024

How to apply: If your qualifications, skills, and work experience align with this position, we welcome you to apply by submitting one PDF file that includes your cover letter, indicating how your qualifications and experience make you a suitable candidate, and your résumé.

Please email your PDF application package to president@brandonu.ca with the subject line: Vice-President (Administration & Finance).

This position is subject to a Criminal Record Check and Child Abuse Registry Check and the successful candidate will be responsible for fees incurred. We thank all applicants for their interest in this position, however, only those candidates selected for an interview will be contacted. Short-listed candidates will be required to provide three (3) work-related references at the time of the interview.