

Established in 1964 and located in one of the most historic areas of Canada, Brock University in the Niagara Region is one of Canada's top post-secondary institutions. Brock serves its community as a cultural, academic and recreational centre, bringing excellent facilities to the people who created the University all those years ago. Brock is committed to building the Niagara community and to fostering an environment that serves its students and their neighbours. With a student population of almost 19,000, approximately 1,500 ongoing faculty and staff including over 570 faculty and professional librarians, and a network of over 100,000 accomplished alumni, Brock University has forged a reputation as a modern and innovative comprehensive institution. Brock has six teaching Faculties offering a wide range of programs at the undergraduate, master's and doctoral levels. It also features one of Canada's most diversified co-operative programs and a range of experiential, service, and creative learning opportunities. Brock is committed to fostering excellence in academic programs, research, creativity, and community-engaged teaching, learning and scholarship.

With world-class facilities, providing over \$4 million in awards programs to current and prospective students, ranked #2 in Canada for overall student satisfaction and #1 in Canada for mental health services, at Brock University, student success and the student experience are at their core.

Reporting to the President and Vice-Chancellor, the University Secretary and Associate Vice President, Governance and Policy, is responsible for providing leadership over the smooth and efficient functioning of the University's bicameral system of governance. It fulfills this mission by offering prompt, precise, and unbiased information and guidance, which includes interpreting and implementing policies and bylaws. Serving as a facilitator, advisor, and relationship-builder, the University Secretary and Associate Vice President, Governance and Policy plays a crucial role in bridging the gap between the decision-making bodies of the Board of Trustees and the Senate, and the senior leaders of Brock University. This ensures effective communication and collaboration between these entities. Additionally, the role takes charge of coordinating and facilitating the activities of the Board of Trustees and Senate, making sure they operate cohesively. Furthermore, they assume a key role in leading the long-term planning and management efforts of the University Secretariat.

The ideal candidate for this role will be a seasoned governance executive with a deep understanding of university operations and processes. They will have a wealth of experience providing valuable advice and support to governing bodies and executives within the dynamic setting of a public-sector institution. A strong track record of successful engagement, collaboration, and consensus-building with various stakeholders is paramount. Moreover, we place great importance on their commitment to upholding equity, diversity, and inclusion principles. Exceptional judgment, leadership, and management skills are crucial, as well as outstanding communication and interpersonal abilities. The successful candidate will exemplify a steadfast commitment to upholding processes and respecting established precedents while demonstrating exceptional acumen in creatively resolving challenges and fostering innovative solutions. This candidate will play a pivotal role in contributing to the continued success of Brock University's governance structure.

Brock University is actively committed to diversity and the principles of employment equity and invites applications from all qualified candidates. Women, Aboriginal peoples, members of visible minorities, people with disabilities and lesbian, gay, bisexual, transgender, and queer (LGBTQ) persons are encouraged to apply and to voluntarily self-identify as a member of a designated group as part of their application. LGBTQ is an umbrella category and shall be read to include two-spirited people. Candidates who wish to be considered as a member of one or more designated groups can voluntarily self-identify as a member of a designated group as part of their application.

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University Secretary and Associate Vice-President, Governance & Policy, Brock University



Brock will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the selection process. Please email accommodate@kbrs.ca or communicate your needs to a recruitment professional named below to ensure that accessibility needs are accommodated through this process. Information received relating to accommodation measures will be addressed confidentially.

The appointment is an ongoing, full-time position to begin immediately. If you are interested in this opportunity, contact Dr. Jennie Massey at jmassey@kbrs.ca, Kyle Steele at ksteele@kbrs.ca, or Debra Clinton at dclinton@kbrs.ca or submit your full application package online at: <https://www.kbrs.ca/Career/17405>