

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 Vice-President, Administration, the University Secretary and Associate Vice President, Governance and Policy, is responsible for providing leadership over the activities that support the effective functioning of the Board of Trustees and Senate, and their respective committees. In addition, the incumbent is responsible for administering the University's policy development process, including policy creation, review and identifying and advising on the impacts of policies on governance and accountability. The incumbent will serve as the Secretary to the Board of Trustees and Senate. As a senior leader within the University, the University Secretary and Associate Vice President is a key resource the Board, Senate, President, and Vice Presidents on matters such as interpretation of the Brock University Act, governance procedures, rules of order and decorum, and University policy and practice. The incumbent provides strategic leadership and operational management for the Office of the University Secretariat.

As the ideal candidate, you are an experienced leader in governance, public policy, and/or public administration. You have a functional understanding of the bicameral governance structure of Canadian public universities and have proven your ability to leverage your knowledge of Robert's Rules of Order to guide complex meetings when required. You have exceptional attention to detail, strong public speaking abilities and have experience operationalizing best practices in indexing, codification, and the vetting of documents.

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.

Please note that Brock University currently requires all employees to be fully vaccinated against COVID-19 if they are working on campus and/or in-person with other employees, students, or members of the public. As a condition of being hired, employees in these types of roles will be required to provide proof of full vaccination or provide proof of a bona fide medical or Human Rights Code exemption.

# Advertisement

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

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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](mailto: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, beginning July 1, 2022. If you are interested in this opportunity, contact Dr. Jennie Massey at [jmassey@kbrs.ca](mailto:jmassey@kbrs.ca) or Kyle Steele at [ksteele@kbrs.ca](mailto:ksteele@kbrs.ca) or submit your full application package online at: <http://www.kbrs.ca/Career/15680>.