Are you passionate about planning, forecasting, business analysis and budgeting? Are you seeking a challenge that matches your experience and talent? McGill University, by all measures one of the world’s great universities, offers you the opportunity to join its leadership team and contribute to its future success and renown! McGill is currently seeking its next:

**EXECUTIVE DIRECTOR, ANALYSIS, PLANNING AND BUDGET**

**Opportunities and Challenges**

The Office of Analysis, Planning and Budget (OAPB) was created in 2015 through the merger of two units reporting directly to the Provost and Vice-Principal (Academic). Under its inaugural Executive Director, the APB met the challenge of consolidating the merger and creating a unified and highly efficient unit in support of the academic mission of the University.

Within the context of a rapidly evolving funding environment for universities in Québec, the next Executive Director will continue to build a highly competent and effective team that will excel in developing policies, enrolment strategies as well as solid business cases in support of new initiatives in programming and modes of delivery. The Executive Director will build productive working relationships with all major stakeholders and in particular, will provide data management and analytical support to the Office of the Principal and Vice-Chancellor, and to the Offices of the Vice-Principal (Administration and Finance), the Vice-Principal (Research and Innovation) the Vice-Principal (Communications and External Relations) and the Deans. The Executive Director will also interact with peers in other universities, as well as with the Québec government.

**Responsibilities**

Under the leadership of the Executive Director, the OAPB will provide timely, proactive, and effective data and policy analyses in a wide range of areas including, but not limited to, enrolments, research funding, bibliometrics, institutional revenues, and government policy and budgets (federal and provincial). To this end, the Executive Director will oversee the design and implementation of statistical studies, surveys, analyses and assessments of data that support the University’s strategic planning initiatives. OAPB will also participate in formal and informal data exchanges, for example with Canada’s U15 group of Universities, and the Association of American Universities, as well as major national and international benchmarking surveys, and ensure accurate reporting to government agencies at the provincial and federal levels, as required.

The OAPB will drive the development of the University’s 5-year operating budget, by providing detailed revenue forecasts, supporting the development of new avenues of revenue generation, and facilitating the implementation of strategic goals. It will likewise produce McGill’s annual Budget Book, one of the University’s principal strategic documents. The OAPB will work closely with the Office of the Vice-Principal, Administration and Finance to develop mechanisms that facilitate the monitoring of university finances throughout the year.
The Ideal Profile

Experience and Competencies

- A University degree at the graduate level in a relevant field, or equivalent combination of credentials and experience;
- Executive level skills, with a strong background in data analysis and reporting, business intelligence, strategic planning, performance management, institutional budgeting, and/or policy development;
- A sophisticated understanding of university administration and government funding structures for university education. Knowledge of the Québec education system would be particularly useful;
- Networking skills with respect to the principal sources of university funding, notably the Québec government;
- Ability to communicate in French and English at an advanced level is essential to this position.

Leadership

- A capacity for leading change, coupled with the sensitivity, as well as decision-making style, to move ideas and people toward strategic goals;
- A strong team builder with a track record of coaching and mentoring teams to achieve outstanding results;
- A strong systems thinker, and outstanding strategic abilities – a demonstrated ability to be a successful agent of transformation in support of his or her organization’s core mission and values;
- Able to engage a broad range of individuals in the pursuit of organizational mission and values.

Administration and Management

- Excellent written and oral communication skills, including the ability to communicate complex financial information in a clear, concise manner;
- Familiarity with academic institutions would be an asset; an ability to lead effectively within a unionized, collegial decision-making culture is essential.

Personal Qualities

- A career history demonstrating personal values such as integrity, inclusiveness, mutual respect, trust, respect for cultural and ethnic diversity, and a caring and respectful approach to all interpersonal relationships;
- Tact, diplomacy and political flair;
- Emotional intelligence, empathy, collaborative approach to listening and developing consensus.
McGill University

McGill University is ranked among the best universities in the world and consistently ranks as the top, or among the top Canadian universities. Established in 1821, McGill University is a world-renowned, research-intensive and student-centred university and a Canadian leader in higher education. Located on two campuses in Montréal, a city rich in culture, diversity and quality of life, McGill has eleven faculties, eleven professional schools, offers more than 300 programs to 40,000 students from over 150 countries, and is proud to employ over 7,600 outstanding faculty and staff. Renowned for the quality of its scholarship across many disciplines, for its excellence in teaching, for its focus on students, and for its vast and numerous contributions to the creation and dissemination of knowledge, McGill University enjoys an outstanding reputation within Québec, Canada, and around the world.

For more detailed information about McGill, please visit www.mcgill.ca

Application

If you believe you have the profile we are seeking, please forward your résumé with a letter explaining your interest by completing the “Registration Form”. All information received will be treated in the strictest confidence. We appreciate the interest of every candidate; however, only those selected for the next step in the process will be contacted.

*McGill University is committed to equity in employment and diversity. It welcomes applications from Aboriginal persons, persons with disabilities, ethnic minorities, persons of minority sexual orientation or gender identity, visible minorities, women, and others who may contribute to diversification. All qualified applicants are encouraged to apply; however, Canadians and permanent residents will be given priority.*

https://kenniffleadership.com/en/