

POSITION SUMMARY
QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: **Director, Institutional Research and Planning**
DEPARTMENT: **Office of Planning and Budgeting**
POSITION NUMBER: **00104539**
GRADE: **13** EFFECTIVE DATE: **Jan 1, 2017**

JOB SUMMARY:

Reporting to the Associate Vice-Principal, Planning and Budgeting, the Director, Institutional Research and Planning is responsible for leading numerous high-profile research, strategy and policy initiatives across the organization. As a senior member of the Planning and Budgeting management team, you will have a great deal of autonomy to lead a team of Institutional Research professionals in the operations of the department, work integrally with Faculties and Schools to support Queen's Responsibility Centred Budget (RCM), support implementation and assessment of the university's strategic framework, and identify opportunities to influence change and elevate the high level of service the department already offers the university.

This opportunity is perfect for someone with a proven technical acumen in metrics development and reporting, survey design oversight, and statistical analysis, and policy development and planning, all coupled with the ability to develop effective relationships and clearly present technical concepts and develop a platform to disseminate key data to large groups within an organizational framework that recognizes the value that diversity brings to Queen's. Queen's is a leader in student outcomes based quality indicators within the higher education sector; the incumbent will represent the university in Provincial and U15 Data Exchange discussions and events related to industry best practice and strategy on this subject and many others. Due to the involvement with the U15, the scope of the role is truly Canada-wide.

KEY RESPONSIBILITIES:

- Provides expert advice and support to the development, revision and implementation of the University's Strategic Framework and its component plans. Prepares the University's quarterly Strategic Framework updates and its annual Strategic Framework implementation reports to the Board of Trustees;
- Provides senior advice and support to the executive team in the negotiation of the Strategic Mandate Agreement development and reporting including system-wide and university-specific metrics;
- In conjunction with the Assistant Director, leads and develops a team of institutional research and planning professionals. This includes setting expectations and managing performance and development plans. Establishes the strategic direction for the Office of Institutional Research and Planning, particularly with respect to research project selection, computing/analysis tools, and the relevance of OIRP projects to University policy/planning applications;
- Assumes a leadership role in selected university-wide projects and activities including the development, acquisition and integration of analysis/reporting platforms and associated analysis tools supporting university planning and management; directing and undertaking

effective reporting on university planning and strategy to internal and external audiences; and identifying, designing and implementing other planning-related special projects (including but not limited to cyclical academic program reviews, the Management Data Portal and the Planning and Budgeting Annual Report);

- Directs selected analysis and reporting required for collective agreement administration, collective bargaining and settlement costing for faculty employee groups;
- Administers the university's Administrative Student Survey Policy and determines or makes recommendations concerning institutional survey priorities and procedures;
- Provides high-level analytical and policy expertise to the development and operation of numerous components of the university's budget model (e.g. expenditure drivers, cross-teaching, and tuition compliance) and to budget processes overall as required;
- Participates in sector-level research and policy development initiatives through active membership in the Council of Ontario Universities (COU), Council on University Planning and Analysis (CUPA) and its committees, involvement in the committees and task forces of the COU Council of Academic Vice-Presidents (OCAV), and joint COU-MAESD projects and task forces;
- Maintains excellent working relationships with MAESD staff to facilitate discussion and resolution of issues related to operating grant funding, reporting tools, tuition policy and other Ministry functions;
- Serves as a member of the U15 Data Exchange (U15DE) and works with the DE executive and U15 Directorate to ensure that DE projects inform institutional benchmarking, quality improvement and U15-wide advocacy.

REQUIRED QUALIFICATIONS:

- A doctoral or master's degree in a relevant discipline or professional program;
- A minimum of ten years' senior-level professional experience in a planning and applied research environment within a university, the broader post-secondary sector (e.g. colleges, provincial ministries of advanced education), or another setting affording comparable exposure to strategy, planning, data management and applied research;
- In-depth knowledge of and experience with strategic planning, policy development, public sector and university decision-making processes and project management; and of the data and research methodologies required to develop and guide an evidence-based approach to policy and planning;
- A demonstrated understanding of statistics (including multivariate/inferential), statistical software (e.g. SAS, SPSS), applied research methods (e.g. cost-benefit analysis, social indicator forecasting, simulation) and analytical and reporting software (e.g. Excel, Tableau);

SPECIAL SKILLS:

- Familiarity with a range of operational and strategic issues within post-secondary education such as needs related to a diversity strategy, budgeting challenges, institutional revenue and expense structures, government operating grants, tuition and fees, faculty research, performance/quality metrics, accountability principles and practices, and student and faculty analysis/reporting;
- Experience designing and managing major research and planning projects from initial consultations through to reporting and implementation of findings;
- Strong survey design, implementation and analysis skills along with knowledge of survey enterprise systems;

- The ability to organize and manage a demanding schedule of often conflicting priorities and deadlines;
- Excellent leadership and interpersonal skills and written, oral and graphic presentation expertise;
- Proven record of accomplishment of building and developing professional work teams.

DECISION MAKING:

- Provide expert guidance and advice to the executive team as input to university decision-making and planning documents. Supports departments and faculties with data analysis and applications, Queen's University Quality Assurance Process (QUQAP) reviews, and strategic framework implementation;
- Determine and recommend options concerning university policy and strategy within areas of responsibility. Develop and evaluate policies related to institutional planning and reporting to meet University goals and priorities. This includes the University Survey Policy.
- Make the final determination on the Office's annual project work plan and staff assignments. Make decisions, in conjunction with the Assistant Director IRP, required to effectively manage Office projects on a day-to-day basis in line with the work plan and emerging issues;
- Advise and recommend to the AVP appropriate procedures, systems and organization for the provision of information to internal and external constituents (senior management, Board of Trustees, Government Ministries). Advise on appropriate solutions/procedures for institutional and data management issues and related problems that continually arise;
- Determine long-term research priorities, data management strategy and analysis and software requirements/plans consistent with current and anticipated Office project responsibilities;
- Determine when to adjudicate straightforward requests and when to refer or make recommendations on complex requests to the AVP (Planning & Budgeting);
- Evaluate job candidates and make decisions on suitable hires;
- Make decisions and /or effective recommendations regarding transfers and promotions;
- Evaluate employee performance and decide on appropriate training or coaching to address lack of proficiency in carrying out responsibilities, or remedial action for staff disciplinary situations;
- Make effective recommendations on level of discipline up to discharge and probationary termination.

TO APPLY: Click [Here](#) and follow the online application instructions

CLOSING STATEMENT:

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

The University provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility

needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at hadmin@queensu.ca.