



POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Manager, Academic Initiatives
DEPARTMENT: Office of the Provost and Vice-Principal (Academic)
CLOSING DATE: November 8, 2020

JOB SUMMARY:

Reporting to the Executive Director, Office of the Provost, and working closely with the Vice-Provost, Teaching and Learning ('VPTL'), the Manager, Academic Initiatives ('Manager') provides strategic and operational support to the VPTL and other senior leaders in the Office of the Provost and Vice-Principal (Academic) ('VPA') with accountability for overseeing administration operations, policy implementation, organization and research in support of the academic goals and objectives of the university.

Working in collaboration with the VPTL the Manager facilitates the work of a wide variety of committees chaired by the VPTL, including but not limited to, the Senate Committees responsible for the academic development for new and existing programs of the university, the cyclical program review process for academic programs at the university, and academic integrity related committees. The Manager works closely with key stakeholders to respond to changing needs, account for current best practices and assure the quality of academic programs offered by the university. Committed to Equity, Diversity, Inclusion and Indigeneity the Manager interacts with senior administrators to facilitate an appropriate flow of information between the Office of the Provost and VPA, the Office of the VPTL and various internal and external stakeholders and provides advice and mentorship to colleagues throughout the portfolio on Senate processes and academic policy development.

KEY RESPONSIBILITIES:

- Oversees the facilitation and project management of senior level academic-related standing committees led by the VPTL, liaising with other senior offices, developing agendas, maintaining records and minutes and following up on action items to ensure timely completion.
- Leads in the planning and preparation of regular submissions to the Provincial Government to secure funding for new undergraduate and graduate programs; gathers internal information and determines final submission based on understanding and interpretation of government policies and reporting requirements.
- Provides expert advice to the VPTL and other senior administrators regarding academic initiatives including academic integrity, establishment of new academic programs and the review of existing academic programs.
- Leads policy implementation and the transition of provincial quality assurance standards for undergraduate and graduate programs, including procedures for new programs, review procedures for existing programs, and guidelines for the institutional audit process.
- Oversees the development and implementation of academic integrity policies and processes in consultation with the VPTL; leads the coordination of academic integrity policies and practices with faculties on behalf of the VPTL. Works closely with the Senate Academic Integrity committees and sub-committees on matters of academic integrity and procedures.
- Manages high priority university-wide strategic initiatives led by the VPTL, managing and executing projects, setting clear timelines and expectations for project goals and outcomes. Liaises with the project team on behalf of the VPTL.
- Oversees the planning, preparation and development of compliance and update reports on behalf of the VPTL.
- Represents the VPTL on working groups as required; participates and provides input to committees on

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behalf of the VPTL and in support of the academic goals and objectives of the university. Coordinates the flow of information to relevant individuals in the VPTL and Provost portfolios.

- Promotes a culture of inclusion, with a commitment to the university's Equity, Diversity, Inclusion and Indigeneity initiatives designed to foster an inclusive, supportive, and welcoming work environment for individuals with diverse backgrounds and identities.
- Plans, prioritizes and manages the work of employees, providing strategic and tactical advice, guidance and coaching. Identifies the need for staff resources, participates on staffing committees, and makes effective recommendations regarding employee selection.
- Manages performance by establishing performance standards, reviewing and evaluating performance and conducting formal performance reviews on an ongoing basis.
- Assesses staff training and development needs, and ensures that employees receive training required to improve and sustain successful performance.
- Investigates, addresses and resolves employee relations issues, including making decisions regarding disciplinary and discharge matters.
- Undertakes other duties and special projects as assigned such as administration of special events, tours or conferences, and support of ad hoc working groups.

REQUIRED QUALIFICATIONS:

- University degree in a relevant field, preferably at the honours level. Master's degree considered an asset.
- Minimum of five years of professional experience in post-secondary education in planning, research and administration.
- A thorough working knowledge of post-secondary governance, policies and procedures, academic programs and regulations. Prior experience in public sector policy development, governance or academic integrity is preferred.
- Demonstrated project management skills including superb organizational and writing skills.
- Demonstrated experience in strategic planning and operational support.
- Demonstrated supervisory experience, strong leadership and team development skills.
- Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Ability to think and act strategically, creatively and dynamically in a high-pressure work environment.
- Exceptional interpersonal skills with the ability to interact effectively with people at all levels of the university with diplomacy and professionalism.
- Political acumen, tact and sensitivity to deal with potentially sensitive or controversial issues.
- Exceptional communications skills (oral and written); excellent report writing, minute taking capability and presentation preparation; exceptional attention to details.
- Excellent organizational and administrative skills; ability to manage multiple demands and competing priorities, and meet deadlines.
- Demonstrated strong analytical and problem solving skills.
- Ability to deal appropriately with confidential material on a regular basis.
- Initiative, resourcefulness and the ability to work independently with little supervision.
- Excellent leadership skills, with an ability to foster a culture of cooperation and encourage positive team dynamics.
- Understanding and sensitivity to diverse cultural backgrounds.
- Excellent organizational and administrative skills; ability to manage multiple demands and competing priorities, and meet deadlines.

DECISION MAKING:

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- Provides advice, support, guidance and recommendations on a wide variety of complex matters related the VPTL and Office of the Provost and Vice-Principal (Academic) portfolio.
- Determines options or a range of solutions to problems where no clear guidelines exist and recommends corrective action as required.
- Formulates and recommends action plans to efficiently implement academic projects within existing university policy and procedures; provides advice and recommendations for the development of new policies and changes to processes and policies relevant to the VPTL portfolio, including those with university wide implications.
- Determines appropriate strategies for researching and gathering background information.
- Determines accurate responses to the inquiries from internal and external partners.
- Determines details required in meeting minutes and notes; provides advice and recommendations to VPTL with respect to content of agendas; leads decisions regarding research and background information required in support of all committee work.
- Determines and provides procedural and content advice to faculties in connection with the work of the Cyclical Program Review Committee (CPRC), the Senate Committee on Academic Development (SCAD), and the submissions to the Ministry of Training, Colleges and Universities (MTCU).
- Interprets provincial government requirements to ensure reporting is complete and accurate to assure funding for new programs across the university.
- Evaluates job candidates and makes effective recommendations on suitable hires.
- Makes decisions and/or effective recommendations regarding transfers and promotions.
- Evaluates employee performance and decides on appropriate training or coaching to address lack of proficiency in carrying out responsibilities, or remedial action for staff disciplinary situations.
- Assesses investigation outcomes and makes effective recommendations on appropriate course of action or next steps.
- Makes effective recommendations on level of discipline up to discharge and probationary termination.
- Determines when decisions and recommendations should be referred to the Executive Director, VPTL and/or Provost.

APPLICANTS PLEASE FOLLOW THE LINK BELOW:

<https://queensu.njoyn.com/CL4/xweb/Xweb.asp?tbtoken=YVxcRRwXCBwCFHdzNIJWCCRABWREcFBedUhZW1x%2FE2dfLTAYWzFqdWJ1eQkbUxFa53cqWA%3D%3D&chk=ZVpaShw%3D&clid=74827&page=jobdetails&jobid=J1020-0191&BRID=EX175330&SBDID=22177&LANG=1>