

**University Secretary, Office of the President
University of Calgary**

We would like to take this opportunity to acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Region III.

The University of Calgary (UCalgary) is a comprehensive research university with five campuses across the Calgary, Alberta region and a sixth location in Doha, Qatar. Granted autonomy as a university in 1966 (but with origins in the early 1900's), UCalgary enrolls approximately 33,000 students in undergraduate, graduate, and professional degree programs and over 500 staff members.

The university's Eyes High Strategy sets ambitious goals for excellence in teaching and learning, research and scholarship, the student experience, and community engagement. That clear vision resulted in UCalgary being recognized, for the first time in its young history, as a top-five Canadian research institution. We are also making tremendous progress in other spheres, including becoming a global intellectual hub located in Canada's most enterprising city. In 2020, the university unveiled the Framework for Growth which is a ten-year roadmap for how UCalgary will continue to evolve, thrive and be a catalyst of economic growth and quality-of-life improvements in this city.

The university is a large and complex institution that drives tremendous value: it has an annual consolidated budget of more than \$1.4B, is among Calgary's largest employers, and generates nearly \$8B in economic impact to the province. Two-thirds of the university's 200,000 alumni live and work in the Calgary area, effectively building the city Calgarians know and love.

In 2021, the University of Calgary was ranked as the top university under the age of 75 in both Canada and North America by the Times Higher Education World University Rankings, and, in 2022 RESEARCH Infosource Inc. positioned the University of Calgary as #5 nationwide amongst Canadian research universities. The university houses 69 Canada Research Chairs and more than 50 research institutes and centres.

The University of Calgary has incredible talent – motivated and accomplished students, faculty, and staff – who drive new knowledge creation, improve lives, and better our world. Those who work at the University of Calgary come for the opportunity to make a positive contribution to student experience, to participate in ground-breaking research initiatives, to be immersed in a lifelong learning environment, to engage with and give back to the community, and to enjoy all that Calgary has to offer as a city. To learn more, visit <https://www.ucalgary.ca>

The **University of Calgary** is currently seeking a **University Secretary**. The University Secretary reports to the University's General Counsel with a dotted line to the Board Chair and works closely with the President and the President's Office. This role is part of the Senior Leadership Team (SLT).

The University Secretary is an Officer of the university by virtue of the Post-secondary Learning Act (the Act) and is responsible to the Board of Governors through the President for the exercise of powers and duties pertaining to university governance and protocol. The governing bodies of the university include the Board of Governors, which oversees matters of finance and resources, and the General Faculties Council (GFC), which oversees academic matters and represents the collegium. In addition to managing the principal governing bodies of the university, the Secretariat oversees and facilitates student appeals processes at the university.

In accordance with the Act, the University Secretary supports each of the governing bodies and their standing committees, providing expert governance advice on matters of authority and process in accordance with legislation, by-laws and policies and keeping all records necessary to the office. The University Secretary acts as a gateway and facilitator for communication and interaction among the Board, GFC, senior management and other constituents. Another key responsibility of this position is the promotion of good governance practices, which involves education and advocacy work on governance topics such as effective oversight, decision making, accountability and shared governance practices.

Summary of Key Responsibilities:

Strategic Planning

- Align the activities, and outcomes of the University Secretariat with the university's mandate and strategies by maintaining a strong understanding of the institution's key strategies and objectives, broad institutional knowledge and an understanding of best practices in Canadian universities.
- Ensure the President, the Board Chair and the Executive Leadership Team are provided with credible and complete information about the work of the Secretariat and receive timely identification of risks, including reputational.
- Ensure the goals and activities of the University Secretariat are integrated, efficient, are responsive to and collaborative with other parts of the university.
- Actively participate in a variety of institutional committees and meetings, as required.

Governance and Policy

- Ensure that the meetings of the Board, the GFC and related committees run smoothly. This includes, but is not limited to, onboarding new members, providing reliable advice and guidance on jurisdiction and process, ensuring that documentation provided is comprehensive, actively enforcing the rules and protocols before, during and after meetings, and ensuring meeting records are complete and appropriately managed.
- Implement bylaws and committee terms of reference that are useful and current, and ensure that new or revised responsibilities for the governing bodies (e.g. arising from new legislation) are appropriately integrated into bylaws and terms of reference.
- Assist the Board Chair in assessing the required balance of skills, knowledge and experience of Board members, and developing strategy for proposed committee assignments.
- Ensure that good governance practices are well understood across the institution through consistent practice, sound advice, regular training, and advocacy.
- Provide accurate, timely and relevant advice to members of the university community on university regulations, policies, and protocols as they relate to university governance.
- Be well informed about legislation affecting the Board, GFC and university governance.
- Responsible for the custody of the University Seal and for its proper use.

Support to the President

- Provide prompt and appropriate communication with the President on policy issues and key matters relating to governance.
- Promptly and effectively complete special tasks and projects assigned by the President.

- Proactively inform and engage the President and the Executive Leadership Team on processes and strategic considerations (including timelines) regarding the development of material for committees.
- Provide leadership and advice on Board orientation and educational activities and the succession of Board members.

University Appeals

- Oversee and ensure the effective operation of the university's student appeal hearing processes pursuant to the Student Misconduct and Academic Appeals Policy, and related procedures.
- Provide the university community with training and appropriate advice regarding university student appeal processes.
- Liaise with the Associate General Counsel, Litigation, Student Appeals and Policy or delegate on student appeals issues and coordinate workflow and duties as required.
- Engage key stakeholders to student appeals to ensure ongoing process improvement and appropriate policy revisions.
- Advise on legal issues and process, including coordinating and managing the engagement of external advisors when needed.

Leadership and Budget Management

- Maintain a positive and inclusive work environment.
- Recruit and retain outstanding staff for the University Secretariat Office.
- Full scope managerial discretion for direct reports, including but not limited to, coaching, mentoring, performance management, and disciplinary actions up to and including termination.
- Hold staff accountable for high standards of performance and outcomes.
- Work with the Finance Partner to develop strategic short and long-range plans to meet the University Secretariat Office's financial obligations, forecasting trends and salary commitments.
- Approve expenditures within the authority delegated by the Signing Authority Matrix.

Qualifications / Requirements:

- Minimum Bachelor's degree in a relevant field of study, such as law, public policy or business administration; Master's preferred.
- Minimum 10 years' experience in policy and governance, preferably in a post-secondary education environment or equivalent organization.
- Extensive recent, relevant leadership, team-building and managerial experience.
- Excellent written and verbal communications skills.
- Proven skills in facilitation, active listening, conflict resolution, negotiation, creativity and problem solving.
- Proven ability to simultaneously manage a diverse range of complex projects and activities and to delegate and manage effectively.
- Demonstrated personal commitment to the values, aims and objectives of post-secondary learning and institutions.
- Knowledge of and experience in operationalizing the work of Boards and committees, including meetings, procedures and rules of order.

- Demonstrated ability to act in a relationship-building role and provide advice to the Board Chair, the President, Board and GFC members, and other senior stakeholders, both internal and external.
- Excellent business and political acumen, with the ability to manage challenging interpersonal interactions diplomatically while maintaining objectivity and discretion.
- Ability to articulate complex issues and communicate results effectively to all levels of staff and university stakeholders.
- Provide sound judgement regarding high-stakes issues, and advise on critical decisions of consequence, often in a highly charged, time-sensitive environment.
- Ability to think and act strategically and innovatively, to manage ambiguity and competing considerations, and to design and execute initiatives related to the governance of the Board and the General Faculties Council.
- Awareness of the reputational and political issues that may affect the university and the ability to address issues by developing practical solutions that suitably mitigate risk.
- Ability to handle highly confidential and sensitive material using well-developed discretion and judgment.

Application Deadline: May 31, 2022

For more information and to apply: <https://careers.ucalgary.ca/jobs/9534421-university-secretary-office-of-the-president>

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

The University strongly recommends all faculty and staff are fully vaccinated against COVID-19.

About the University of Calgary

The University of Calgary is Canada's leading next-generation university – a living, growing and youthful institution that embraces change and opportunity with a can-do attitude. Located in the nation's most enterprising city, the university is making tremendous progress on its Eyes High journey to be recognized as one of Canada's top five research universities, grounded in innovative learning and teaching and fully integrated with the community it both serves and leads. The University of Calgary inspires and supports discovery, creativity and innovation across all disciplines. For more information, visit ucalgary.ca.

The University of Calgary has launched an institution-wide [Indigenous Strategy](#) in line with the foundational goals of [Eyes High](#), committing to creating a rich, vibrant, and culturally competent campus that welcomes and supports Indigenous Peoples, encourages Indigenous community partnerships, is inclusive of Indigenous perspectives in all that we do.

As an equitable and inclusive employer, the University of Calgary recognizes that a diverse staff/faculty benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to removing barriers that have been historically encountered by some people in our society. We strive to recruit individuals who will further enhance our diversity and will support their academic and professional success while they are here. In particular, we encourage members of the designated groups (women, Indigenous peoples, persons with disabilities, members of

visible/racialized minorities, and diverse sexual orientation and gender identities) to apply. To ensure a fair and equitable assessment, we offer accommodation at any stage during the recruitment process to applicants with disabilities. Questions regarding [diversity] EDI at UCalgary can be sent to the [Office of Equity, Diversity and Inclusion \(equity@ucalgary.ca\)](mailto:equity@ucalgary.ca) and requests for accommodations can be sent to Human Resources (hrhire@ucalgary.ca).

We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.