

## **Director, Strategic Initiatives & Issues Management**

Req ID: 3750

Faculty/Division: Vice-President - Human Resources

Department: Office of the Vice-President - Human Resources & Equity

Campus: St. George (Downtown Toronto)

The University of Toronto, a research-intensive institution founded in 1827, is where the world comes to think, discover and learn. There are thousands of faculty and staff members across our three campuses supporting our mission of research, teaching and scholarship. We offer challenging, meaningful work in an open environment that celebrates diversity in all its forms. One of Canada's Top 100 employers for over a decade, our focus is on creating a positive work environment that attracts and retains excellent employees through a combination of competitive compensation, opportunities for career growth, and a unique organizational culture.

University of Toronto is seeking applicants for a Director, Strategic Initiatives & Issues Management in the Office of the Vice-President, Human Resources & Equity. The Director provides executive support and strategic advice to the Vice-President, HR&E and has responsibility for facilitating and implementing the administration of divisional priorities and directions set by the Vice-President. Key responsibilities include: identifying emerging issues, related to both HR and Equity, and briefing the Vice-President; acting as issues manager for the Division; supporting the Vice-President on a range of institutional files including University of Toronto Faculty Association, collective bargaining, Equity, etc.; providing advice and making recommendations based on research and analysis; preparing governance documentation for submission on behalf of the Vice-President; overseeing the preparation of speaking notes, presentations and correspondence on behalf of the Vice-President; leading institutional projects and initiatives; and triaging a range of strategic and pressing initiatives on behalf of the Vice-President.

In addition, the incumbent represents the Office of the Vice-President, Human Resources and Equity in discussions related to crisis management, and coordinates issues on the Vice-President's behalf with respect to employee health and safety.

The incumbent acts as a liaison with other executive offices at the University of Toronto and across the three campuses and works to develop and sustain an environment of clear and open communications and supportive, yet efficient decision-making and accountability at all levels within the portfolio. The Director ensures cross collaboration across portfolios within the Division of HR & Equity, other University portfolios, senior administrators, and staff in a range of Vice-Presidential offices across the three campuses.

The ideal candidate has a graduate or equivalent degree or an equivalent combination of education and experience. A minimum of seven to ten years' progressively senior and related administrative experience, preferably in a university environment with extensive experience and knowledge of university policies and procedures and an understanding of the university's organizational structure, including its governance. Previous experience in an issues management role is an asset. Knowledge about media, protocol, diplomacy and an excellent understanding of the University's mission and intersection with the broader community. Successful record of advancing equity, diversity, and inclusion mandate within a complex organization.

The incumbent will have the ability to establish credibility and work with senior University Officers in a manner which facilitates cooperation and consensus building. They will work independently with a high degree of initiative, discretion, tact and work under pressure. They will possess superior organizational skills in planning, project management and task coordination and have a flexible and problem solving orientation.

The salary range for this position is \$124,533 - \$207,555 per annum. To learn about our comprehensive benefits packages, please visit our [benefits page](#).

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

**To explore this opportunity further and become part of a world-class research university, please visit [UofT Careers webpage](#). Applications should be submitted by April 26, 2021.**