Western University delivers an academic experience second to none. Western challenges the best and brightest faculty, staff and students to commit to the highest global standards. Our research excellence expands knowledge and drives discovery with real-world application. Western attracts individuals with a broad worldview, seeking to study, influence and lead in the international community. Since 1878, The Western Experience has combined academic excellence with life-long opportunities for intellectual, social and cultural growth in order to better serve our communities.

Western’s Faculty of Education provides high-quality academic and practical studies in education. We offer many opportunities for professional growth. Our programs emphasize developing the knowledge, skills, qualities and habits of mind that define professional teachers and leaders in education.

The Director of Administration is accountable for providing strategic leadership to operational teams, and for advising on and managing administrative processes to ensure the Faculty is positioned to realize its strategy. The incumbent will monitor administrative operations to identify opportunities for improvement, and implement business processes to support the management of financial, operational and legal risk to the Faculty. The Director of Administration will develop and implement strategic administrative plans, and manage the allocation of financial, human and physical resources. The Director of Administration will also support Faculty-wide strategy. The incumbent will create and present reports regarding Faculty challenges and successes, and develop recommendations for administrative tactics which will enable the Faculty to achieve its goals and strategies.

**Education:**
- Bachelor’s Degree in Business Management/Administration
- Master's Degree, Leadership, Business or other related discipline is preferred
- Completion of Chartered Professional Accountant Designation, and/or Certified Human Resources Professional/Leader, and/or Canadian Institute of Management (CIM) certificate

**Experience:**
- 7 years leading a team to implement operational and administrative procedures; experience in strategic planning, implementation, and operationalization
- Experience with Peoplesoft enterprise software is preferred
- Experience identifying and monitoring relevant metrics and key performance indicators in a manner and frequency that supported data-driven decisions of senior leaders is preferred

**Knowledge, Skills & Abilities:**
- In-depth knowledge of financial budgeting and principles to develop financial models, forecasts and analysis, of strategic planning processes and of Human Resources principles and practices
- Knowledge of best practices in building a strong collaborative team and leading people and of performance development methods
- Openness to recognize when change is necessary, and to develop, implement and lead effective change management strategies
- Knowledge of database applications, query and business intelligence software as well as underlying data attributes
- Ability to collaborate across internal and external boundaries to meet common objectives, improve outcomes and support work beyond one's own unit
- Communication skills with the ability to converse with, write reports for, and deliver presentations to all levels of the organization
- Ability to deal confidentially with information that has financial, political, regulatory and reputational implications
- Innovative and flexible critical thinking skills to adjust to and implement new processes or technology to the University's advantage
- Ability to draw on diversity of skills, backgrounds and knowledge of people to achieve more effective results
- Ability to handle details with a high degree of accuracy and to organize and prioritize a high volume of work to meet deadlines
- Ambitious with the ability to identify opportunities, develop action plans and set challenging goals in order to achieve desired outcomes
- Ability to quickly re-allocate resources and adjust priorities in response to unexpected events or changing circumstances
- Advanced computer skills in Microsoft Office Suite
- Leadership skills with the ability to inspire employees and develop a shared vision to lead a team to excellence
- Ability to recommend controls to manage operational and legal risks
- Project management skills to align projects with strategic goals and operational objectives
- Ability to develop strategies that are in line with the University's mission and which balance competing priorities
- Ability to create a productive, safe and respectful work environment
- Familiarity with University policies and procedures preferred

Interested applicants are asked to visit: https://recruit.uwo.ca to apply online to job reference #21239, by midnight on February 8, 2021.

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.