#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** University Secretary

**Job Number:** X-063 | VIP: 1147

**Band:** EXEMPT- 11

**NOC:** 0114

**Department:** University Secretariat

**Supervisor Title:** President

Chair, Board of Governers

**Last Reviewed:**  August 1, 2018

#### **Job Purpose:**

The University Secretary is the University’s senior advisor on governance-related and administrative matters. As Secretary to the Board, the incumbent provides leadership and expertise and supports both of Trent’s governing bodies, the Senate, and the Board of Governors.

#### Key Activities:

***University Secretary:***

1. Manages the departmental budget, reviews, and recommends approval of expenditures including per diems, incidental expenses and meeting rooms.
2. Key responsibility for organizing presidential searches, negotiating, on behalf of the Board, the terms of the president’s contract of employment, maintaining all documents pertaining to the president’s employment.
3. Provides research and coordination support to strategic policy and legislative initiatives, including drafting and reviewing materials, and preparing presentation and briefing packages.
4. Researches governance issues and prepares reports or briefing materials, undertaking confidential projects to support policy development.
5. Manages all direct reports and evaluates performance, provides leadership to a diverse area of responsibilities touching on operational areas across the University.

***Secretary of the Board:***

1. Directs and oversees meeting logistics and the preparation and delivery of materials for the meetings of the Board of Governors and its standing committees including: the collection, preparation and distribution of pre-reading materials, agendas, notifications and minutes; organizing meeting facilities and accommodation; coordinating guest speakers and staff presentations and liaising with the Board Chair and President to finalize minutes and track meeting attendance.
2. In consultation with the Board Chair and President, establishes an annual schedule for strategic planning, annual and regular Board and Committee meetings, ensuring adequate time between meetings for research and preparation.
3. Attends Board and Committee meetings, taking minutes and highlighting decisions, information items and action items ensuring sufficient notes to support proceedings, resolutions and reporting on status of outstanding items. Prepare and circulate minutes and the details of resolutions and decisions in order to ensure proper action is taken.
4. Provides guidance to Administration on managing Board informational requests and on appropriate format. Develops the guidelines and templates to assist in the development of Board materials.
5. Supports the orientation of new Governors, advising on protocols and procedures and arranges briefings with key contacts as required.
6. Supports the Chair in ensuring effective Board functioning including identifying items that require Board approval, drafting resolutions and ensuring accuracy of the Board record.
7. Monitors and evaluates the implementation of Board governance policies and directives and recommends options to address identified issues or deficiencies.

***Human Rights & Conflict Resolution:***

1. Provide effective senior leadership of the Office of Human Rights and Conflict Resolution.
2. Coach, support and hold accountable, the Human Rights Advisor on the delivery of programs and services relating to the University’s responsibilities under the Human Rights Code, its approved Harassment & Discrimination Policy and the function of internal conflict resolution.

***Information & Access Office:***

1. Provides leadership to the Governance & Access/Privacy Officer in managing all requests for information under the Act to ensure legislative compliance and appropriate decision-making in consideration of the University’s reputational, legal and economic interests.
2. Assists the Privacy Coordinator in representations to the Office of the Information and Privacy Commissioner of Ontario in appeals of decisions of University officials under the Act. The Secretariat is responsible for providing first order advice on the management of privacy breaches or potential privacy breaches in accordance with the guidelines and best practices established by the Office of the Information and Privacy Commissioner of Ontario.

***Records & Policy:***

1. Chairs the University Policy Advisory Committee, an advisory body to PVP on the approval of policy having University-wide application.
2. Oversees the process for approval of University policy and maintains a definitive library of approved University policy.
3. Spearheads the regular review of policies and procedures to ensure relevance and compliance.
4. Is responsible for overseeing the implementation and management of a system of records management applicable to all administrative records of the University from creation to permanent retention or destruction in accordance with best practices in the records management industry and the ongoing needs of the organization.

#### Education Required:

* Honour’s Degree; Master’s Degree preferred.

#### Experience/Qualifications Required:

1. Direct experience with governing boards; experience in a secretariat-type position in a university setting.
2. Abilities that promote good governance and increasing its practice, including:

* A sophisticated understanding of governance concepts and of the roles of university governance bodies and their secretariats;
* The abilities needed to be an advocate for best practices in governance;
* Skill in relating concepts to practice and in recognizing and proactively advising on the potential impact of decisions on the University;
* Experience in policy development and the ability to interpret and apply statutes, policies and procedures in the light of specific circumstances;
* Expertise in the drafting of the technical documents and resolutions needed for governance;
* The ability to serve the needs of multiple stakeholders and elicit their confidence and cooperation, while preserving and guarding the intent/integrity of policy and principle;
* Volunteer management and general relationship management skills; and
* Political acuity.

1. Outstanding organizational, problem-solving, and supervisory skills, including the ability to deal simultaneously with a multitude of diverse activities, generally under inflexible and critical time constraints; a high capacity for work; and a willingness to go beyond a regular work schedule when required to meet deadlines.
2. Demonstrated ability and extensive experience in the communication of complex ideas and information in a clear, concise fashion, both orally and in writing to diverse audiences.

**Job Evaluation Factors:**

**Responsibility for the Work of Others**

Direct Responsibility for the Work of Others:

* Associate University Secretary (Senate) & Human Rights Advisor
* Governance & Access and Privacy Officer
* Administrative Clerk, University Secretariat

Indirect Responsibility for the Work of Others:

* Accessibility Advisor, CHREA Office
* Special Projects Coordinator, CHREA Office