#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Manager, Trent/Fleming School of Nursing

**Job Number:** X-414 | VIP: 1709

**Band:** EXEMPT- 8

**NOC:** 1241

**Department:** Trent/Fleming School of Nursing

**Supervisor Title:** Dean, Trent/Fleming School of Nursing

**Last Reviewed:**  December 1, 2021

#### **Job Purpose:**

Reporting to the Dean, Trent/Fleming School of Nursing, this position is of central importance for the academic mission and operations of the School, providing senior level expertise and leadership, financial and administrative support, oversight for the day-to-day operations, and managing the front line team. Working closely with faculty and staff, the Manger will be involved with all aspects of the School at some level that will include responsibility for finances and budget planning, understanding and relationship building with partners (i.e. Fleming and George Brown), an overall understanding of program, knowledge of partnership agreements, program review and the accreditation process.

#### Key Activities:

***Financial Planning and Management:***

1. Provides strategic advice and support to the Dean to develop a complex, multi-faceted budget that considers all components of School, including operational, instructional, clinical, placement, as well as Fleming and George Brown clinical placements.
2. Prepares audited enrolment, financial reports, faculty and staff data required by provincial and professional agencies including Ministry of Colleges and Universities, College of Nurses Ontario, Canadian Association of Schools of Nursing, Council of Ontario Universities, COU Programs in Nursing, Fleming and George Brown Colleges, and those required for accreditation.
3. Member of TFSON Finance Committee.
4. Manages instructional and operating budgets within the Responsibility Centred Management (RCM) system; monitors and reviews costing monthly to ensure unit stays within budget. Working closely with the Leadership team within the School, to develop and manage budgets.
5. Drafts budget for Decanal approval, including setting, implementation and monitoring of annual budgets; liaising with Fleming in the review of the collaborative program budget.
6. Provides strategic advice to the Dean and makes recommendations on resource allocation.
7. Prepares monthly financial statements, quarterly and year-end reports for the Dean and TFSON Finance Committee.
8. Analyzes and reviews collaborative, compressed and bridging program budgets for accuracy and compliance to financial principles of MoU(s) and for auditing purposes.
9. Reconciles all budgets with all Fleming college partners.
10. Prepares requests for carry forward monies.
11. Engages in on-going cost-reduction analyses.
12. Develops budgetary aspects and financial modelling for strategic planning initiatives and new TFSON programs.
13. Works closely with the Department of Financial Services, Manager of Budgeting Services to finalize the School’s budget.
14. Transfers and tracks all discretionary funds and manages endowment funds.
15. In consultation, and on behalf of the Dean, authorizes payroll adjustments.

***Personnel:***

1. Responsible for accuracy and maintenance of faculty personnel files, as per the Collective Agreement.
2. Responsible for maintaining faculty Earned Years of Service (EYS).
3. Acts as a key resource and provides timely assistance and advice on employment policies and procedures (contractual and other).
4. Responsible for advising of important personnel matters requiring their attention, including reappointment, tenure and promotion files.
5. Provides support, answers questions and resolves problems where possible and refers only highly unusual problems to Dean.
6. Approves advertisements for full time faculty positions to ensure compliance with Canadian immigration regulations.
7. Authorizes all postings for part time faculty positions (CUPE unit 1 and 2).
8. Approves recruitment and relocations costs in accordance with applicable budgets.

***Staffing and Labour Relations:***

1. Works closely with Dean and Program Coordinators to determine enrolment projections, faculty workload and placement needs to determine annual staffing plans.
2. Working with Finance & Personnel Coordinator, ensures vacancies are identified, filled and submitted to payroll.
3. Consults with managers, employees, and faculty to provide guidance and interpretation on Collective Agreements (TUFA, CUPE Unit 1, CUPE Unit 2 and OPSEU).
4. Responsible for departmental compliance with respect to personnel matters of Collective Agreements (i.e. advertising, hiring, tenure, promotion and sabbaticals).
5. Approval of appointment letters prior to Dean sign off, including TUFA, CUPE, and Teaching Support.

***Office Management & Supervision:***

1. Provides leadership and direction to Front Office Team.
2. Initiates staff meetings and 1-1 meetings.
3. Oversight for School’s governance documents including handbooks.
4. Responsible for hiring, training, disciplining, supervision and performance appraisal of Front Office Team.
5. Organizes and assigns regular duties and special projects, assists in the timely completion of job activities, and oversees the daily activity of the team.
6. Responsible for setting formal and informal office policies and procedures, ensuring tasks are completed within timelines/deadlines and in compliance of collective agreements, School and university policies.

***Database Management:***

1. Responsible for managing a number of personnel related databases that are used for planning purposes.
2. Manages Earned Years of Service (EYS) for determination of sabbaticals.
3. Reports maternity leaves, general unpaid leaves, academic unpaid leaves and sabbaticals.
4. Generates data on faculty/teaching ratios, faculty retirements, staffing tables.

#### Education Required:

Masters Degree, preferably in Business Administration with specialization in human resources or accounting.

#### Experience/Qualifications Required:

1. 5 to 6 years progressive experience working in administration, budgeting/financial; ability to perform advanced financial duties with demonstrated experience with modern budgeting systems required.
2. Experience in a unionized academic setting working with Collective Agreements.
3. Familiar with the Employment Standards Act, Human Resources Policies and Procedures, Academic Policies and Procedures.
4. Knowledge of Academic Programming Life Cycle (staffing plans, sabbatical process, academic calendaring, academic scheduling and registration procedures, departmental workflow).
5. Ability to maintain a high level of accuracy in preparing and communicating information.
6. Demonstrated ability in team building.
7. Experience in office administration, supervision, organizational, planning and priority setting skills to facilitate and ensure collegial environment for effective team work and provision of services to academy.
8. Demonstrated interpersonal skills required. Sensitivity to issues affecting performance of staff and commitment to employee development and safety.
9. Experience of working in office environment with high work volume and constant interruption of workflow.
10. Excellent verbal and written communication skills are essential to clearly communicate complex issues to senior administration, faculty, staff and students.
11. Ability to successful address emerging and unpredictable events in timely manner, often using tact and discretion.
12. Must demonstrate proficiency in working in computerized environment including use of typical office software, such as word, excel, access and human resource information systems.