#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Executive Director

**Job Number:** X-419 VIP: 1728

**Band:** OPSEU-7

**Department:** Office of the President

**Supervisor Title:** President and Vice-Chancellor

**Last Reviewed:**  October 19, 2023

#### **Job Purpose:**

Reporting to the President and Vice-Chancellor, the Executive Director manages the staff and operations in the President’s Office and manages designated projects. The Executive Director interacts with all constituent groups across the University including externally and is responsible for working on behalf of the President with Vice-Presidents, the University Secretary, Associate Vice-Presidents and Directors. The Executive Director identifies to the President issues arising and advises on possible solutions and outcomes based on well researched best practice, trends, policies, and practices. Management of strategic and administrative projects within the Office of the President is a top priority.

The Executive Director provides complex research, critical thinking, and sophisticated writing support to the President in generating reports, correspondence, announcements, and updates under the direction of the President. In supporting the office, the position links incoming and outgoing administration (e.g. new presidents).

The Executive Director supports the meetings and tracks the work of the President/Vice-Presidents Executive Committee (PVP), supports reviews of Vice-Presidents and the University Secretary, and oversees the Senior Management Committee (made up of Vice-Presidents, Associate Vice-Presidents, and Directors). The Executive Director works closely with the University Secretary to align administrative strategic activities and outcomes with those of the governance bodies. The Executive Director manages the Office of the President’s various budgets and monitors expenditures.

The Executive Director works to coordinate government relations activities and messaging to internal and external constituencies. Externally, the Executive Director manages the university’s relationships with the Ministry of Colleges and Universities, the Council of Ontario Universities and Universities Canada, when issues are directly related to the President and the President’s Office.

#### Key Activities:

##### Operations

* Identify issues and outcomes; advise and support the President; plan and manage projects and initiatives of the President and PVP.
* Evaluates and identifies issues and outcomes to the President following meetings (staff, students, and faculty) that often deal with a variety of initiatives and funding requests.
* Handles complaints including referral to appropriate portfolio for action and follow-up.
* Resolves problems which can be remedied without the President’s intervention.
* Manages Vice-Presidential searches.

##### Budget & Financial Accountability

* Fully responsible for all activities of the operating, granting/funding accounts (including research accounts) associated with the President and the Office of the President.
* This position is responsible for budget strategies and the planning of those accounts.
* Evaluates and makes recommendations to the President on requests from staff, students and faculty for initiative and project funding (including the T.E.W. Nind Fund).
* Develops annual budget plan and reporting to the Board Executive Committee.
* Approves expenditures, requests transfers, and monitors accounts.

##### Internal/External Relations

* Responsible for representing the President with VPs, the University Secretary and Directors as well as external partners on President’s and PVP initiatives and projects.
* The Executive Director works with the University Secretary to align governance and administrative strategic activities and outcomes.
* The Executive Director develops and coordinates government relations activities and correspondence, announcements, and reports to internal and external constituencies.
* The ED is also the Secretary to Faculty Council and the University Names Committee (i.e. responsible for meeting minutes and aspects of agenda management).

##### Supervision

* Full responsibility for staff who provide operational and service in the Office of the President; supervision includes recruitment, hiring, orientation and development (currently) of one office staff one incoming grant writer, and a group of student employees, who work with a variety of internal and external individuals and groups and occasional special projects staff or consultants.
* Accountable for monitoring and improving the technical and operational systems, business processes, workflow, policies, and service standards in the Office of the President.
* Ensures legal compliance of Office operations within a matrix of provincial and federally regulated legislation.

##### Writing and Research

* Generates and writes initial drafts of correspondence, reports, updates, and communications, including speeches and talking points, plans, and briefing notes, on behalf of the President or at the President’s request.
* Provides research which may include searching for relevant documents, preparation of PowerPoint or other presentation formats, and statistical or other summary material in support of initiatives and projects in the Office of the President. This may include liaising with the Institutional Planning Office and other departments as necessary.

#### Education Required:

* 4-year undergraduate degree (Honours)
* Professional designation or Master’s degree an asset

#### Experience/Qualifications Required:

* Minimum of three years’ experience in a post-secondary educational institution to acquire an understanding of university operations and culture
* Extensive writing experience
* Supervisory/Management experience
* Financial management experience including complex budget development and management
* Excellent communication skills: written, verbal and presentations
* Conflict resolution skills
* Demonstrated ability to effectively attract, hire and develop employees
* Excellent interpersonal skills and a collaborative management style.
* Strong problem solver, able to take direction and provide independent solutions
* Excellent knowledge of Microsoft Office software (including Word, Excel, Access, and PowerPoint; email and internet)
* Excellent judgement; diplomatic and tactful. Must manage highly confidential and sensitive information
* Calm under pressure, able to manage multiple priorities, lack of routine, frequent interruptions, and stressful situations
* A high level of professionalism and intuitiveness; effectively addresses issues that are sensitive and/or confidential with discretion and diplomacy
* Strong organizational and time management skills and excellent attention to detail
* Excellent interpersonal, written and verbal communication skills to effectively build and develop positive working relationships with internal and external stakeholders
* Experience dealing with multi-tasking in a fast-paced environment, multi-faceted university
* Financial acumen; experience with budget preparation and fiscal management;

#### Supervision:

* Grant Writer: Assignment of work to Grant Writer.
* Administrative Assistant: Assignment of work to Administrative Assistant.
* Provide guidance by helping new staff in Executive offices to adapt to the work environment or orienting others to work processes and methods on an ad hoc basis.
* Hire, supervise and direct the activities of student employees.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Analytical Reasoning

*• Allocation of resources within approved budgetary limits (e.g. supplies, office equipment, management of various grants and accounts)*

*• Manage sensitive issues and projects (i.e. support for senior executive searches, collaborative President-led and PVP/PPG projects, planning development and initiatives, appropriate project management and scheduling)*

*• Dealing with complaints and issues directed at the President (e.g. review and interpret policy, investigate cases, identify issues and possible outcomes)*

*• Draft reports, announcements and presentations for President on complex issues and initiatives (i.e. integrated planning updates from President, participate in development of President’s Monthly Report, Board cover documentation, Senate material, Faculty Council items)*

*• Must regularly decide on the value and relevance of many pieces of information e.g. new government policy, funding announcements; and decide how to deal with them.*

##### Decision Making

*• Makes decisions on timelines and direction, based on an understanding and interpretation of the President’s plans and intent (clarify questions from VPs on President’s direction, help communicate decisions and direction, understand deliberative settings and appropriate engagement strategies).*

*• Decision making on budget of President’s Office Operating Account, and various granting/funding accounts. Evaluates and recommends to the President on requests for discretionary funding for initiatives and projects from staff, students, and faculty.*

*• Makes decisions on business processes for Office of the President (such as staffing, policies and protocols in the office) and PVP projects and initiatives (e.g. procurement details for consultants involved in workshops, or search committees etc.).*

*• Makes decisions on staffing and other HR functions of the ED role such as staff work plans and goals that align with objectives of the President’s Office.*

##### Impact

*• Inadequate implement or support strategic and multi-year operational plans will hinder the Office’s ability to meet targeted priorities. (e.g. meeting staffing requirements and proper allocation of resources)*

*• Inadequate management of projects and initiatives of President and of PVP could jeopardize the success of pan-university projects and initiatives (e.g. Executive searches, coordination with VPs andUniversity Secretary. on administrative issues on agendas of Board/Senate/Faculty Council etc.).*

*• Failure to research issues properly and provide appropriate information would contribute to poor and inadequately-informed decisions by President and the PVP Executive Committee.*

*• Inadequate management of sensitive issues or complaints could lead to reputational damage of the President’s Office*

##### Responsibility for the Work of Others

*Direct Responsibility for the Work of Others:*

*Job Title: Position Type*

*Administrative Assistant: Assignment of work to Administrative clerk position (ongoing contract)*

*Grant Writer: Assignment of work to Grant Writer*

*Indirect Responsibility for the Work of Others:*

*• Responsible for directing Convocation and Special Functions Manager concerning President and Chancellor activities and preferences for convocation and other functions.*

*• Responsible for the coordination of VP’s Offices in collaborative work as initiated by PVP.*

##### Communication

##### *Internal:*

##### *• Vice-Presidents – collaborate, on President’s behalf, in work efforts on pan-university projects (e.g. Vision, Mission, Integrated Planning Renewal initiatives).*

##### *• Senior Management (AVPs, Directors) – to research background information on issues and ask for resolution to issues (e.g. complaints to the President in any number of issues: financial, student services, academic issues, residences, etc.) or seek advice on areas of expertise.*

##### *• University Secretary – collaborate on the PVP workplan with the Board and Senate workplans. Discuss and collaboratively decide on proper process moving forward on issues on interest.*

##### *• Marketing and Communications –Collaborate on announcements and media coverage. Also collaborate on writing of public communications such as public announcements and reports/updates.*

##### *External:*

##### *• Council of Ontario Universities – research and coordinate information for the President to discuss provincial/federal issues at the COU and UC meetings.*

##### *• Government offices (all levels) – concerning needed information for upcoming meetings.*

##### *• President’s Offices of other Universities and Colleges – on collaborative work, letters, agreements, reports and strategic initiatives.*

##### Motor/ Sensory Skills

*Motor Skills:*

*Skill Type – Job Requiring*

*• Dexterity – Typing, writing*

*Sensory Skills:*

*Skill Type – Job Requiring*

*• Hearing – Listen to content of meetings.*

*• Sight – Reading and comprehending large volumes of information, reports, data with little time to develop response, Developing PowerPoint slides and presentations, reports*

##### Effort

*Mental Effort:*

*• Intense engagement of intellect, judgement, and critical thinking skills*

*• Sustained concentration and focus - to analyze information and take minutes/notes/summarize meetings from 1 – 8 hours*

*• Resolving conflicts - arising from students, staff and or performance issues, using diplomacy and tact*

*Physical Effort:*

*• Standing/running to help coordinate events and ceremonies*

*• Driving to various venues in bad weather sometimes*

*• Prolonged sitting in meetings*

*• Lifting - paper, supplies*

*• Moving - running errands at book store, catering*

*• Pushing/pulling - to rearrange room configuration of desks, tables and chairs*

*• Duration of work day - long days dealing with multiple, difficult issues but remaining alert.*

##### Working Conditions

*Psychological Conditions:*

*Condition: Condition Description.*

*Long Hours: To meet deadlines and complete necessary work.*

*Intense pressure: Due to conflicting points of view.*

*Need to de-escalate and defuse issues: From frustrated individuals that come the President’s Office with concerns and complaints.*

*\*Long Hours to meet deadlines and complete necessary work to the organization*

*• Need to de-escalate and defuse issues from frustrated individuals that come to the President’s office with concerns and complaints.*

*Physical Conditions:*

*Long hours: To meet deadlines and complete necessary work to the organization.*