

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ADMINISTRATION Level F, Pay Grade 14

LEVEL DEFINITION	This level covers positions responsible for providing overall executive level strategic management across academic or administrative units.
TYPICAL RESPONSIBILITIES	May include: providing overall executive level strategic management across academic or administrative units; developing strategic plans for overall management of administration, human resources, labour relations, health and safety, communications, and organizational change; advising the highest levels of academic leadership and administration in a faculty regarding broad operational and financial strategies; executing major capital plans and projects; assessing overall management effectiveness; and developing and implementing the highest level of administrative policy, procedures and systems having the broad impact across all management functions at all levels.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding development and execution of comprehensive strategic plans across all management functions of an academic or administrative unit; executes major capital projects.
SUPERVISION RECEIVED	Works within broad mandates. Work is reviewed in terms of fulfillment of mandates and achievement of executive goals.
SUPERVISION EXERCISED	Manages a unit of staff directly and indirectly through a complex hierarchy of subordinates.
MINIMUM QUALIFICATIONS	Master's degree in a relevant discipline. Minimum of nine years of related experience, or the equivalent combination of education and experience.