

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: STUDENT MANAGEMENT Level F, Pay Grade 15

LEVEL DEFINITION	This level covers senior leadership positions responsible for providing the overall vision and strategic direction of a unit and for developing long-term strategic goals and initiatives that align with university objectives.
TYPICAL RESPONSIBILITIES	May include: developing and championing strategic goals for a unit in alignment with the university's overall objectives; developing a strategic plan to support unit goals and to provide direction to unit managers; providing strategic direction for policies that guide the efficient and effective operations of the unit; developing and implementing comprehensive strategies for improving services and delivering targeted programming to meet the needs of diverse student groups; providing strategic guidance to executive decision makers on key initiatives and projects; creating strategic partnerships with other units and identifying opportunities to collaboratively deliver services across the Campus and/or University; liaising with senior University administrators and committees on a regular basis, as well as external agencies, regulatory bodies and other external parties; overseeing communications and regular reporting to key internal and external stakeholders; developing and managing the overall unit budget.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	<p>Problems faced are numerous and often undefined and are the most difficult and/or complex operational issues encountered by the unit.</p> <p>Makes decisions or significant recommendations regarding strategic partnerships with other units to improve the delivery of student programs and services across the university and meet the needs of diverse student groups.</p> <p>Makes decisions regarding development and execution of comprehensive strategic plans across all management functions of the unit.</p> <p>Requires extensive investigation, conceptual thinking, and considerable independent judgment to problem solve.</p> <p>Decisions require broad collaboration at senior levels and typically have long term impact across the university.</p>

SUPERVISION RECEIVED	<p>Works independently towards broad strategic goals.</p> <p>Work is reviewed in terms of overall achievement of strategic goals and objectives.</p>
SUPERVISION EXERCISED	<p>Directs management, professional and support staff, and external consultants, often indirectly through subordinate managers.</p>
COMMUNICATION	<p>Influences and seeks consensus with others, both internal and external to the university, on academic policies, university guidelines and procedures, etc.</p> <p>Builds and maintains linkages across the campus community and externally with other leaders.</p> <p>Communicates with and persuades others to accept new concepts, practices and approaches.</p> <p>Ensures goals and objectives of the university are communicated, and buy-in from team is achieved.</p>
KNOWLEDGE REQUIRED	<p>Requires extensive experience and knowledge in an academic environment providing strategic leadership and oversight of programs, projects and teams across multiple functions and across campus, to achieve objectives.</p> <p>Expert knowledge of university policies, processes, procedures and guidelines, as well as external standards, regulations, best practice, etc.</p> <p>Expert knowledge of a professional discipline, as well as broad knowledge of related disciplines.</p>
MINIMUM QUALIFICATIONS	<p>Master's degree in a relevant discipline.</p> <p>Minimum of ten years of related experience with experience in area of specialisation, or an equivalent combination of education and experience.</p>

Updated: July 1, 2018