

Job Description

Job Title:	Strategic Initiatives Advisor
Department:	Office of the Associate Provost, Human Resources
Reports To:	Associate Provost, Human Resources
Jobs Reporting:	None
Salary Grade:	USG 12
Effective Date:	June 2018

Primary Purpose

Reporting to the Associate Provost, Human Resources the Strategic Initiatives Advisor provides support on a wide range of human resource strategies and initiatives, and provides advice and guidance on University-wide initiatives. This position will work with various disciplines within HR, OHD, and across the University. The Strategic Initiatives Advisor will often lead initiatives, at other times be a project team member, in all cases providing the strong analytical, facilitative, and broad business perspective to the initiative.

Key Accountabilities

Leads the effective implementation of strategic initiatives and special projects in relation to the University's Strategic Plan and the Excellence Canada Initiative:

- Creates partnerships and works collaboratively with Faculties and Non Academic Units to achieve the goals of the University's Strategic Plan and the Excellence Canada initiative
- Establishes cross functional teams and manages resources across multiple projects
- Collaborates with key stakeholders in the implementation of initiatives
- Partners with stakeholder groups, including departmental/faculty leaders and human resources to ensure a holistic approach to change management
- Conducts regular reviews of progress made towards goals and objectives
- Facilitates the integration of Human Resources and Organizational & Human Development strategic initiatives with other university initiatives
- Participates in the HR/OHD Management meetings in developing both the short and long term plans in accordance with the university's strategic plan
- Ensures delivery of timely, clear communication on strategic initiatives through news and data updates

Provides advice and support on a wide array of projects and strategic initiatives:

- Develops and maintains partnerships that assist with the promotion and development of strategic initiatives that fall under the University's Strategic Plan and the Excellence Canada Initiative
- Establishes client focused solutions and continuous quality improvement
- Analyzes and measures change management processes to ensure delivery against strategic targets
- Integrates change management activities into project plans
- Proactively manages all client relationships
- Implements University wide strategic initiatives and makes recommendations for ongoing improvement
- Partners with Human Resources and Organizational & Human Development providing client support in the areas of organizational change
- Delivers timely, clear communication on strategic initiatives, news and updates to client groups

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- Collects and analyzes employee data, and provides reports to the Associate Provost, Human Resources
- Elicits feedback regarding the effectiveness of strategic initiatives and change management initiatives and, where appropriate, modifies activities

Develops and maintains a positive and constructive change management climate

- Provides advice and guidance on the implementation of the Excellence Canada quality standards
 - Coordinates the implementation of Excellence Canada quality standards across campus
 - Assists client groups to develop and implement plans that support the goals of the University's Strategic Plan and the Excellence Canada initiative
- Develops effective working relationships across campus with senior management, UWSA, FAUW and CUPE 793

Represents the University of Waterloo on matters related to the Robust Employer-Employee Relationship theme:

- Liaised externally with Excellence Canada, other universities, professional associations, government organizations and agencies
- Develops presentations and project status reports.

Required Qualifications

Education

University undergraduate degree or equivalent experience combined with a designation in project management, human resource management, process improvement or change management

Experience

5+ years' Progressive experience in a senior advisor role with management experience an asset

Excellent communication, problem solving and facilitation skills

Experience managing projects

Exceptional client service orientation

Proven record of high integrity and sound judgment

Knowledge/Skills/Abilities

Team player adaptable to a changing environment

Ability to develop effective working relationships and influence all levels of the organization

Ability to remain calm under pressure

Results oriented with an ability to manage confidential and sensitive information in a professional manner

Strong data analysis and report writing skills

Strong interpersonal and presentation skills

Nature and Scope

- **Contacts:** Internally, communicates with senior leaders, staff, faculty and union representatives to assist in settling highly sensitive matters for the organization. This position will have contact externally with universities, professional associations, government organizations and agencies. Will be involved in developing recommendations to achieve the University of Waterloo Strategic Plan. Experience handling highly confidential information and the proven ability to develop trust and confidence, and leverage support across reporting lines
- **Level of Responsibility:** The Advisor is responsible for partnering with University Faculties and departments to achieve the goals of the University's Strategic Plan and the Excellence Canada Initiative. The Advisor may represent the University externally with other agencies and university groups, and is expected to work independently.
- **Decision-Making Authority:** Responsible and accountable for the effective implementation of strategic initiatives and special projects as directed by the Associate Provost, Human Resources. The Advisor is expected to be self-directed in exercising judgment and discretion consistent with the range of responsibilities and accountabilities outlined above.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure in a fast-paced work environment.