

Job Description

Job Title:	Administrative Officer
Department:	Department of Civil and Environmental Engineering
Reports To:	Department Chair, Civil and Environmental Engineering
Jobs Reporting:	Administrative Assistant to the Chair Financial Assistant, Research and Contracts Administrative Coordinator, Graduate Studies Administrative Coordinator, Undergraduate Studies, Civil Engineering Administrative Coordinator, Undergraduate Studies, Environmental and Geological Engineering Undergraduate Coordinator and Administrative Assistant, Architectural Engineering Accreditation Assistant
Salary Grade:	USG 10
Effective Date:	September 2018

Primary Purpose

As the senior administrative staff member in the Department of Civil and Environmental Engineering, the Administrative Officer (AO) is responsible for financial management, administrative leadership, human resource administration, and management of facilities and equipment. The Administrative Officer supports the development and execution of the strategic plan in alignment with the teaching and research objectives of the department and provides continuity as academic leadership changes. Under the leadership of the department chair, the AO along with the IT and Lab Manager is a member of the management team supporting a large academic department.

Key Accountabilities

Strategic planning support, including but not limited to:

- Providing the Chair with confidential and strategic advice, information, and data to support decision making
- Managing the strategic planning process in support of the Chair of the department
- Serving as a member of the department's Executive Committee
- Providing leadership, project management and oversight of projects assigned by the Chair
- Managing the resources required to support the department's strategic plan for space and equipment, financial and human resources, and information technology
- Overseeing strategic communications, including overall responsibility for internal communication, overseeing web content, and approval of external communications

Financial management, including but not limited to:

- Developing and managing the department's annual operating budget with the department chair
- Preparation of multi-year projections based on the Engineering Budget Model and in support of strategic priorities
- Ensuring that funds are available to support the department's operations
- Authority to approve operational transactions <\$50K
- Reviewing the department's financial position to the Chair on a regular basis
- Ensuring that all operating, trust, research and endowment accounts are managed and reconciled monthly

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- Monitoring research grants and contracts for compliance and deficit resolution
- Implementing financial best practices within the department through continuous process improvement

Human resources administration, including but not limited to:

- Responsibility for the recruitment, hiring, evaluation, promotion, professional development, and retention of the CEE administrative staff
- With the department chair, overseeing the processes to recruit, appoint, relocate, and retain faculty
- Coaching and mentoring staff within the department
- Supporting the Chair and senior leadership team with respect to human resource management and hiring practices
- Overseeing official files for faculty and staff in accordance with University policies
- Ensuring that the department adheres to the records management and retention policies of the University of Waterloo
- Administering the annual staff performance assessment process and salary increases
- Ensuring processes are in place for recruitment, evaluation and pay of temporary employees, co-op students and teaching assistants

Administrative leadership, including but not limited to:

- Primary resource within the department for the interpretation and application of policies, procedures, guidelines and best practices as they relate to administration, ethics and grievance issues, and legal protocols
- Championing a culture that supports continuous improvement and innovation in a client-centred environment
- Maintaining an open, supportive and collegial environment
- Overseeing the day-to-day activities of the administrative staff, fostering constructive working relationships, monitoring workload and providing direction, guidance and problem solving support
- Facilitating effective communication with the departmental, internal and external stakeholders
- Advising the Chair on matters that are confidential and sensitive
- Ensuring the effective and efficient operation of the department's various committees (e.g., DACA, DTPC, space) and serving as a resource as required
- Providing administrative training and support to student teams
- Supporting all administrative aspects of the Civil, Environmental, Geological and Architectural Engineering undergraduate programs, and graduate programs within the department
- Managing the processes of professional accreditation and other academic reviews
- Collaborating with the IT and Technical staff managers to ensure processes are aligned
- Improving the efficiency and effectiveness of the core operational processes

Management of facilities and equipment, including but not limited to:

- In consultation with the Chair, ensuring the efficient and equitable use of departmental facilities and equipment, including the allocation of space
- Promoting health and safety best practices
- Overseeing maintenance, repairs, renovations and new construction in departmental space
- In consultation with the Chair, authorizing the purchase and allocation of equipment and furnishings

Required Qualifications

Education

- Bachelor's degree in Business Administration, Human Resources or related discipline
- Equivalent combination of education and experience will be considered

Experience

- 5 years of progressively responsible administrative experience, preferably in an academic setting
- 3 years of staff management and operational leadership experience
- Demonstrated experience developing, monitoring and managing budgets, including developing financial projections and participating in financial planning
- Demonstrated experience in cross-functional leadership and project management an asset

Knowledge/Skills/Abilities

- Ability to design and implement new and changing administrative and financial systems
- Excellent human relation skills, in particular, ability to guide and develop staff and foster constructive team relationships
- Demonstrated independent judgment in areas of task prioritization and decision-making
- Proven ability to manage a large volume of work, conflicting priorities and deadlines
- Working knowledge of University Policies and Procedures
- Exceptional verbal and written communication skills
- Advanced knowledge of Excel, including features such as databases and pivot tables. Intermediate experience with Outlook, Microsoft Word, and PowerPoint. Basic experience with SharePoint and web content management software. Experience with University systems considered an asset.

Nature and Scope

- **Contacts:** Internally, makes contact and works collaboratively with senior administrative staff and faculty to present and discuss information, problems and solutions. This includes, senior staff in the Dean of Engineering Office, including the Executive Officer, Faculty Administrative Officer and the Faculty Financial Officer; Operations Manager as well as counterparts in other departments in the Faculty of Engineering; Human Resources; Plant Operations; Finance; Office of Research; Key Control; Engineering Undergraduate Office; Graduate Studies Office, Student Awards and Financial Aid, and UW Police.
Externally, makes contact, builds and maintains relationships with, and works with contractors and suppliers. This includes furniture and equipment suppliers, building and moving contractors, and temporary employment agency). Maintains and cultivates strong relationships with alumni, industry and other CEE stakeholders Maintains and cultivates strong relationships with alumni, and other CEE stakeholders.
- **Level of Responsibility:** Manages department-wide functions and processes that are highly specialized. Works with minimal supervision and manages direct reports. Responsible for the department's financial records.
- **Decision-Making Authority:** Ensures that the Chair's decisions with respect to the use of funds are implemented. Has signing authority for all operating, trust and endowment funds within the department up to \$50K. Makes decisions regarding the deployment of administrative resources within the department. Provides the Chair with decision support on the allocation of financial and human resources, and departmental space and equipment to support the teaching and research missions of the department and meet the objectives of the department's strategic plan.
- **Physical and Sensory Demands:** Minimal demands; typical of an administrative position within an office.
- **Working Environment:** No travel, regular working hours, some evening/weekend work required. Exposure to disagreeable conditions typical of a supervisory position; exposed to stress and pressure associated with senior-level responsibilities; significant financial oversight and confidential human resource leadership.