

Job Description

Job Title:	Administrative Officer
Department:	Systems Design Engineering
Reports To:	Chair, Systems Design Engineering
Jobs Reporting:	Undergraduate Coordinator, Graduate Coordinator, Departmental Secretary, Graduate Attributes Assistant, Administrative Assistant to the Chair
Salary Grade:	USG 10
Effective Date:	January 2019

Primary Purpose

The Administrative Officer provides strategic advice and support to the Chair and senior administration of the Department. As the senior administrative staff member, the Administrative Officer provides continuity as academic leadership changes. The Administrative Officer is responsible for the financial oversight of the Department, human resources administration; and research financial management and management and oversight of other administrative functions required to support the teaching and research missions of the Department. This position also acts as the Research Finance Coordinator oversees post-award administration of sponsored research funds. The Coordinator provides financial administrative support and monitors the use of research funds (internal and/or external). The grants/contracts can include but are not limited to internal awards, standard grants such as tri-council, and non-standard sponsored federal, provincial, municipal, institutional, corporation/business, foundation or other agency/organization research funds. Coordinator is responsible for the financial review of research transactions before they are approved and processed to ensure compliance with granting agency guidelines or sponsor regulations, research governance and University policies. Requires extensive knowledge of various funding agency guidelines (such as Tri-Agency, OCE, CFI) combined with understanding of applicable University policies and processes. Responsibilities also include problem solving with respect to management, analysis of accounts, and review for eligibility on research accounts to ensure adherence to financial requirements and policy guidelines specified by sponsors and University policies and taking appropriate action in instances of non-compliance. Ability to develop and foster relationships with internal (PI and University community) and external (granting agency or sponsor) stakeholders. This position also provides leadership and support on special projects and strategic initiatives.

Key Accountabilities

Department Operations, including but not limited to

- Ensures that department operations are carried out in a service-focused environment;
- Ensures service is delivered to clearly define and agreed-to standards (response time, accuracy, completeness, consistency);
- Assures the integrity of the core operational processes and associated data

Budgeting and Financial Planning, including but not limited to

- Prepares an overall picture of the financial status of the department's operating, research, trust and endowment funds; identifying potential problems and proposing solutions to the Chair;
- Provides multi-year projections for the department, identifying any concerns and proposing potential solutions;
- Oversees the administration of the operating budget and expenses of the department, in consultation with the Chair;

- Regularly prepares financial documentation for the chair to aid decision making such as budget allocations for various departmental initiatives;
- Plans, manages and co-ordinates the development of the department's annual operating budget in consultation with the senior administration in the department and ensures funds are available to support strategic priorities
- Has signing authority on all operating accounts within the department
- Responsible for the financial administration of all research grants and contracts in the department including financial forecasting, monitoring of accounts, authorization of expenditures, reconciliation, establishment of payroll
- Responsible for consistent application of the University's financial regulations, policies and procedures as they apply to research activity
- Exercise judgement for appropriateness and compliance of transactions on research accounts
- Ensure audit trails are in place for all approved financial transactions and maintain support documentation of transactions for internal or external audit queries
- Responsible for the financial administration of all research grants and contracts in the department including financial forecasting, monitoring of accounts, authorization of expenditures, reconciliation, establishment of payroll
- Responsible for consistent application of the University's financial regulations, policies and procedures as they apply to research activity
- Provide expertise in preparing budgets and work closely with Office of Research to ensure budget information is in place to meet deadlines for submission of grants
- Provide guidance and assistance to PIs and other research staff on sponsor guidelines and UW financial policies relevant to their grants and contracts
- Review and interpret financial data to answer queries from PIs
- Provide guidance and assistance to students and lab staff on sponsor guidelines and UW policy for submitting reimbursement claims for out of pocket expenditures and travel.

Strategic Initiatives, including but not limited to

- Provides financial decision support and strategic advice to the Chair;
- Identified financial consequences of long-term plans and proposals to facilitate effective strategic decision making
- Contributes to the development of long-range strategies and operational plans for the Department;
- Provides strategic input on faculty and staff hiring and affordability of strategic plans providing the Chair with confidential and strategic advice, information and data to support decision-making
- Manages office space utilization

Organization and Human Resources Administration, including but not limited to

- Oversees recruitment, performance evaluation, professional development and retention of staff members within the department;
- Ensures processes are in place regarding administrative components of recruitment, evaluation, promotion and retention of faculty members
- Ensures effective change management through communication, consultation, expectation management, training and development;
- Reviews staff position descriptions and reclassifications, making grading and compensation recommendations;
- Works with direct reports and technical team to build training plans aligned with staff interests, job needs and long-term goals;
- Fosters a collaborative environment between students, staff and faculty;

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- Promotes culture that supports continuous improvement and innovation with the operations functions of the department;
- Develops partnership/relationships with other business units on campus to learn about operational best practices
- Regularly reviews and updates tasks with the operations team to ensure alignment with new Faculty and University initiatives;
- Back up for faculty/postdoc appointments following Immigration policies

Leadership, including but not limited to

- Maintains an open, supportive and collegial environment
- Provides leadership, direction and strategic planning for ChE
- Coaching and mentorship within the department and counselling re career advancement
- Coaching staff who are managers
- Oversees all administrative aspects of the academic programs offered by ChE
- Develops productive, collaborative working relationships across ChE and the University
- Ensures effective and efficient operation of department's committees and serving as a resource

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Postsecondary education required. Additional education or training in accounting, business and human resources administration. An understanding of the academic environment, in particular engineering, is preferred

Experience

- Demonstrated experience in financial management and human resources.
- Supervisory experience required.
- Extensive Administrative experience in an academic setting

Knowledge/Skills/Abilities

- Strong financial background including financial planning and analysis, budgeting and forecasting experience.
- Outstanding interpersonal, communication (oral and written) and organizational skills; strong leadership and team building ability.
- Multi-tasking, concurrent task and problem management skills are essential with the ability to assess, analyse and resolve issues.
- Tact, judgement and diplomacy are also essential.

Nature and Scope

- **Contacts:** Within the department, communicates with faculty and staff at all levels to deal with, influence and motivate. Communicates with senior administration of the department to promote, justify and settle highly sensitive matters. Outside the department, communicates with senior administration and staff to promote, justify and settle highly sensitive matters.
- **Level of Responsibility:** Manages department-wide functions and processes that are highly specialized with direct reports.

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- **Decision-Making Authority:** Has signing authority for all operating, trust and endowment funds within the department and ensures that the Chair's decisions with respect to these funds are implemented. Is responsible for identifying changes in policies or systems within the department and ensuring that they are communicated and procedures are put into place to implement them. Makes decisions on timelines, budget allocation, and staffing resources to meet department's strategic objectives.
- **Physical and Sensory Demands:** This position requires mental concentration and typical demands of a senior position operating within an office environment.
- **Working Environment:** Regular working hours, some evening/weekend work required. Exposed to frequent procedural change, stress and pressure associated with senior level responsibilities, significant financial oversight and confidential human resource leadership.