

Job Description



Job Title:	Administrative Officer
Department:	Architecture
Reports To:	Director, School of Architecture
Jobs Reporting:	Financial Officer, Manager Architecture Computing and Media, Fabrication Lab Manager, Rome Program Manager, Undergraduate Program Coordinator, Graduate Program and Research Coordinator
Salary Grade:	USG 12
Effective Date:	April 2021

Primary Purpose

This position is responsible for the strategic planning and support, human resources administration, financial oversight management of facilities and equipment in a satellite campus, maintaining relationships with external organizations and other administrative functions required to support the teaching and research missions of the School of Architecture. The Administrative Officer is the senior administrative staff position in the department and provides continuity as academic leadership changes.

Key Accountabilities

Strategic Planning and support, including but not limited to:

- Providing the Director with confidential and strategic advice, information and data to support decision making
- Support the development of long-term strategies and operational plans for the School
- Monitoring and reporting on strategic and operational plans
- Co-ordinating the resources required to support strategic and operational plans, including space, and financial and human resources, and information technology
- Overseeing strategic communications, including overall responsibility for internal communication, overseeing web content and approval of external communications
- Support the development and maintenance of strategic partnerships through the UW community and professional organizations

Financial oversight, including but not limited to:

- Overseeing the development of the School's annual operating budget
- Ensuring that funds are available to support the School's operations
- Reviewing School's Financial position with the Financial Officer and the Director on a regular basis
- Ensuring that all operating, trust, endowment and research funds are soundly managed
- Providing financial input into the School's strategic plan

Administrative leadership, including but not limited to:

- Ensuring the effective and efficient operation of the department's various committees (e.g. SACA, STPC); serving as a resource to School committees as required
- Being familiar with and overseeing all administrative aspects of the academic programs offered by the School
- Regularly reviewing the administrative staff structure to ensure that human resources are efficiently and effectively managed and services to students delivered effectively
- Coaching and mentoring staff managers within the department
- Supporting and assisting with the planning and execution of various special events, such as School retreats, as necessary

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- Managing the processes of professional accreditation and other academic reviews
- Serving as a resource within the School for the interpretation of and ensuring adherence of University of Waterloo, Faculty of Engineering and School of Architectural policies, guidelines and practices

Human Resources Administration, including but not limited to:

- Assisting the Director with the recruitment, evaluations, promotion and retention of faculty
- Overseeing the recruitment, evaluation, promotion, professional development and retention of administrative staff within the department
- Administering the salary increase process for faculty and staff in the department
- Ensuring that personnel files, work schedules and vacation records for faculty and staff are maintained in accordance with University policies
- Provided human resources input into the department's strategic plan
- Overseeing the day-to-day work of senior administrative staff, including fostering constructive working relationships, monitoring workload and providing direction and providing-solving support

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

- Overseeing the maintenance, repairs, renovations and new construction in the School
- In consultation with the Director, authorizing the purchase and allocation of equipment and furnishings
- Overseeing the issuing of key fobs and keys and ensuring that adequate records are maintained
- Co-ordinating the School's space committee
- Working with the Director and Associate Director's to ensure the efficient and equitable use of facilities and equipment, including allocation of space
- Overseeing the issuing of key fobs and keys and ensuring that adequate records are maintained

**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

Bachelor's degree required. Several years of increasing responsibilities and administrative experience in and leadership experience in the areas of human resources and business administration required. Experience working in an academic environment considered an asset.

Experience

- Senior financial and human resources management experience required
- Experience in arts administration preferred
- Experience with professional schools and organizations an asset
- Design background an asset
- Excellent interpersonal skills required

Knowledge/Skills/Abilities

- Demonstrated ability to design and implement new and changing administrative and financial systems
- Extensive experience guiding, coaching and mentoring staff and fostering constructive team relationships

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- Independent judgement in areas of time management, task prioritization and decision making
- Proven ability to handle a large volume of work with competing priorities and deadlines
- Exceptional verbal, written and visual communication skills

Nature and Scope

- **Contacts:** Associate Directors and Managers in the School, senior staff in the Dean's office, including the EO and FFO, counterparts in other departments in Arts, Office of Research, Finance, Human Resources, Parking, Police Services and Plant Operations. Externally, Musagetes Library staff, Cambridge Library staff, City of Cambridge staff, furniture and equipment suppliers, building and moving contractors, Canadian Council of University Schools of Architecture, Canadian Architectural Certification Board, Ontario Association of Architects, Royal Architectural Institute of Canada and the Association of Collegiate Schools of Architecture.
- **Level of Responsibility:** This job has School wide impact, specialized work with minimal supervision and direct reports
- **Decision-Making Authority:** In consultation with the Director, makes decisions on the deployment of administrative resources in the School, including Financial, Human Resources, space and equipment. Provides the Director with confidential and strategic advice to support decisions on the allocation of financial, human resources, School space and equipment to meet strategic objectives
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Travel involved to main campus. Regular working hours, some evening/weekend work required. Exposure to disagreeable conditions typical of a senior supervisory position.