

Job Description

Job Title:	Administrative Officer
Department:	Chemical Engineering
Reports To:	Chair, Chemical Engineering
Jobs Reporting:	Research Financial Coordinator ChE UG Coordinator Nano UG Coordinator Grad Coordinator Administrative Assistant Departmental Secretary Graduate Studies Assistant Nanotechnology Administrative Assistant
Salary Grade:	USG 10
Effective Date:	March 2018

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 management and oversight of other administrative functions required to support the teaching and research missions of the Department. This position also provides leadership and support on special projects and strategic initiatives.

Key Accountabilities

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

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

Financial Management, 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
- Provides direction and guidance to Research Financial Officer, administrative staff and faculty members to ensure operating, trust and research accounts are effectively managed

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
- Organizes and oversees new faculty interviews and hiring process. Provides new faculty orientation to the department, faculty and external departments including instruction on financial systems, etc.
- Compile and coordinate faculty merit review and tenure and promotion
- 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;
- 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;
- Manages faculty/postdoc appointments which includes keeping abreast of immigration and salary regulations in order to provide accurate information to new and existing visitors to the department

Facilities Management, including but not limited to

- In consultation with the Chair, plan, implement and manage the efficient and equitable use of departmental facilities and equipment including allocation of space;
- Coordinates the installation and maintenance of telephones within the department;
- Oversees maintenance, repairs, renovations and new construction in departmental space;
- Planning and coordinating moves; including, lock changes, issuing of keys and installation of telephones within the department.
- Ensuring accurate records of space allocation and keys are maintained;
- In consultation with the Chair, authorizing the purchase and allocation of equipment and furnishings;
- Liaising with UW Plant Operations and Central Stores as appropriate.

Administrative 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

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Bachelor's degree in Business Administration, Human Resources or related discipline• Equivalent combination of education and experience will be considered
<p>Experience</p> <ul style="list-style-type: none">• 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
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• An understanding of the academic environment, in particular engineering, is preferred.• 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, analyze and resolve issues. Tact, judgement and diplomacy are also essential.• Proficiency in Sharepoint, Unit 4, and experience with Excel tools for data organization and analysis including pivot tables, etc.• Intermediate skills in Microsoft Office suite

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.
- **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:** Minimal demands typical of a senior position operating within an office environment.
- **Working Environment:** Regular working hours, some evening/weekend work required. Exposed to stress and pressure associated with senior level responsibilities, significant financial oversight and confidential human resource leadership.