

Job Description

JOB TITLE:	Administrative Officer	DATE:	March 1, 2017
REPORTS TO:	Department Chair/Director		
JOBS REPORTING:	Graduate Program Administrator Undergraduate Advisor and Program Administrator Program Director School of Anatomy Technical Support Specialist Administrative (2) Senior demonstrator (4) Clinical program director Laboratory technician Research Technician Co-operative student (2 additional new positions are pending) CCCARE Manager; Technician		
LOCATION:	Main Campus		
GRADE:	USG 12		
DEPARTMENT:	Kinesiology		

PRIMARY PURPOSE: The Administrative Officer is responsible for all operational organization of administrative, teaching and research support and financial activities within the Department of Kinesiology and ensures safe, efficient and effective utilization, implementation and operation of its teaching, research and outreach activities. This includes contributions to strategic planning, oversight of administrative teams, supervision of teaching, technical and administrative staff, budget planning and financial administration, program planning, graduate student funding administration, program promotional activities, and facilities, space and equipment management. This position reports directly to the Chair of the Department of Kinesiology, and as member of the Department Executive Committee, provides confidential and strategic planning advice, develops plans and enables execution of decisions regarding on allocation of finances, space, equipment and human resources in support of the teaching, research and outreach missions of the Department of Kinesiology. The incumbent is responsible for all staff supervision and related human resources administration, financial planning and oversight, the management of facilities and equipment and actively contributes to the annual and long term planning of teaching and research activities within the department. The Administrative Officer is the single senior administrative staff position in the department and ensures continuity as academic leadership changes every 4 – 8 years.

KEY ACCOUNTABILITIES:

Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of “what the job does not the “how”.

1.	<p>Strategic Planning and Leadership</p> <ul style="list-style-type: none"> • Provide strategic, confidential advice & direction to Department Chair and Associate Chairs • Provide academic administrators confidential advice and strategies (e.g., human resources, budget, financial oversight, organizational change, personnel issues, infrastructure etc.) • Develop long-term strategies for the Department (e.g., undergraduate and graduate program expansion, research opportunities, clinical research programs and outreach etc.) • Develop plans and oversee space management, renovation and new construction projects
-----------	--

Job Description

	<ul style="list-style-type: none"> • Manage related research units and centres including oversight of facilities, utilization, financial management and performance (ie. Centre for Community, Clinical and Applied Research excellence (CCCARE), UW Fitness, Centre for Musculoskeletal Disorders (CREMSD)) • Oversee strategic marketing and communication activities, including digital presence (ie. website, social media) • Oversee the Planning and execution of all promotional and special events within the department (retreats, reviews, program reviews and site visits) • Develop and foster community, corporate, not-for-profit and professional agency partnerships
2.	<p>Staff Leadership and Management</p> <ul style="list-style-type: none"> • Oversee the recruitment, evaluation, promotion, professional development, and retention of administrative, technical support and teaching staff within the Department ensuring roles match current needs of the Department and strategic planning for future activities. • Provide direct supervision to academic, research, administrative, and technical support staff and indirect support supervision of all other academic and research staff in the Department • Provide support for all Department faculty hiring and assist Chair with the recruitment, mentoring, evaluation, promotion, and retention of faculty • Review all new staff position descriptions & reclassifications approving grading and compensation recommendations • Coordinate with other University Departments and services to ensure that Kinesiology is operational and compliant with University policies and procedures. • Oversee succession planning processes and discussions
3.	<p>Financial oversight:</p> <ul style="list-style-type: none"> • Develop & implement financial controls within the department to ensure compliance • Oversee the development of the Department annual operating budget • Ensure that funds are available to support the department operations • Ensure that all operating, trust, endowment, capital and research accounts are properly managed • Monitor and report on the financial status of major strategic and operational priorities • Develop and maintain business plans for planned or anticipated program changes & enhancements to ensure financial viability - including matters that relate to infrastructure, human resources, marketing, teaching and outreach initiatives.
4.	<p>Academic and Research Operations Oversight</p> <ul style="list-style-type: none"> • Advise on development of undergraduate and graduate program initiatives as ex-officio member of Undergraduate and Graduate Committees • Develop and administer course budgets for undergraduate teaching • Coordinate annual plan for graduate teaching assistants and the yearly risk assessment for the associated funding model • Supervise technical and teaching staff to coordinate support of smooth operation of departmental equipment and technology for teaching and research activities • Provide oversight for purchasing, upgrading, management and technical support of teaching and research lab infrastructure and operations (supplies)

Job Description

	<ul style="list-style-type: none"> • Provide oversight for hiring, training and administrative support of research support staff including undergraduate students, coop placements and other temporary staff positions. • Oversee the undergraduate and graduate course and laboratory scheduling / planning process
5.	<p>Management of Physical Resources and Health and Safety</p> <ul style="list-style-type: none"> • Develop and execute strategic initiatives to advance optimization of space and resource utilization within the department to facilitate and maintain state of the art experiential learning and research spaces • Manage space and space allocations for both teaching and research activities and programs (currently 3 buildings and approx.. 50,000 square feet) • Work closely with the Faculty office to ensure that departmental space planning is coordinated with Faculty space planning • Initiate and oversee all security measures in Kinesiology facilities as well as all maintenance, repairs, and renovations within existing departmental space • As the Kinesiology Safety Officer and member of the AHS Faculty Health and Safety Committee, responsible to ensure all Kinesiology research and teaching labs are compliant with UW safety regulations as outlined by the policies of the University Safety Office and that specific safety requirements of wet labs, including use of chemicals, radioactive, blood and body fluids, and biohazard Level II materials are met. • Provide supervision and oversight to ensure staff and faculty are compliant for safety training, including any required specialized training for research personnel. • Supervise the coordination of external personnel for Delegations for Controlled Acts for Kinesiology research and teaching programs

POSITION REQUIREMENTS:

If hiring today, what would be the minimum requirements?

Education: A master's degree and several years of increasing responsibilities and administrative experience in an academic department and leadership experience in the areas of human resources and administration required. Additional education or professional experience in management, operations, human resources administration and communications is an asset.

Experience: The Administrative Officer is the senior administrative staff, reporting to the Department Chair/Director. As the senior staff position, s/he has significant experience with strategy, human resource management, issues escalation resolution, operations management, marketing and communication, and a successful track record related to hiring and managing staff. Knowledge and experience interpreting UW policies, procedures and guidelines is preferred. The Administrative Officer must demonstrate outstanding leadership and management skills and be a proven strategic and pragmatic thinker. Excellent interpersonal skills are required, including outstanding verbal and written communication skills and a proven record of demonstrated tact, judgment, and diplomacy. Must be confident, organized, a long-range planner and an accomplished problem-solver, able to quickly assess situations and individuals and lead solutions. Demonstrated ability to make independent decisions and to build consensus is required. Proven track record of successful relationship-building is essential as this role must work effectively and collaboratively across faculties and departments, with various internal and external stakeholders.

Job Description

Technical: Job specific experience, computer skills

MS Word	Excel	PowerPoint	Other
Advanced	Advanced	Advanced	Click here to enter text.

NATURE AND SCOPE:

- **Interpersonal Skills:** Tact, diplomacy, negotiating and persuasion skills, strategic thinking, superior communications skills, able to build and inspire trust and build bridges/relationships. Primary liaison with government, the public, numerous internal and external partners, faculty and staff. See #5 above.
- **Level of Responsibility:** Manages a Campus-wide function or process that is high-level oversight with direct reports
- **Decision-Making Authority:** Has financial and signing authority for all budgeted operating, trust and endowment funds for the department. Responsible for initiating changes in procedures or systems and ensuring that they are communicated and procedures are put into place to implement them within the Department. Makes decisions on timelines, budget allocation, staffing resources to meet stated objectives. Responsible for decisions on hiring staff, and for monitoring budget and project progress for all capital and physical plant projects.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Travel: Occasional travel required Working Hours: Regular working hours, some evening/weekend work required. Risks – physical and psychological: Physical risks - No significant risks Psychological risks - minimal exposure to disagreeable conditions typical of a supervisory position.