

Job Description

JOB TITLE:	Associate University Secretary (Committee Governance)	DATE:	January 1, 2017
REPORTS TO:	University Secretary		
JOBS REPORTING:	Information & Privacy Administrator and Administrative Assistant		
LOCATION:	Main Campus (Needles Hall)		
GRADE:	USG 13		
DEPARTMENT:	Secretariat		

PRIMARY PURPOSE:

Reporting to the University Secretary (US) and accountable to committees and councils and their associated chairs and co-chairs, the associate acts as secretary to a wide range of committees of the Board of Governors, Senate and at the university level, and supports generally the governance function at the university, including the provision of advice and guidance to all constituencies of the university as a demonstrably neutral and objective resource.

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>Management of Portfolio of Committees</p> <ul style="list-style-type: none"> • Overall responsibility for the work of the committees/councils the associate is assigned to serve • Thorough understanding of the mandates of assigned committees/councils and a familiarity with the mandates of all such bodies supported by the Secretariat • Thorough knowledge of developments in areas related to a committee's mandate, briefing chairs [usually senior university officers and governors] and coordinating the preparation for and follow-up to meetings, including agendas and supporting material, reports to senior governance bodies, and the written record of the meetings • Ability to understand and appreciate diverse points of view about complex and often inter-related issues in a variety of contexts, such that the written record of a meeting can be captured succinctly, with clarity and precision • Ability to apply principles to factual situations and work in a highly-confidential environment at the executive level • Preservation of corporate memory with respect to Board, Senate and executive decision-making • Thorough familiarity with university policies and procedures and with governance processes described in the <i>The University of Waterloo Act, 1972</i>, and related Board and Senate bylaws • Orientation of new members to committee-related responsibilities • Liaison between governance bodies and the constituencies affected by their work, which often entails reviewing draft policies and procedures and advising chairs and senior university officers on the appropriate procedures and processes to follow in submitting material for approval • Serve as committee secretary for special confidential and ad hoc committees and/or working groups
2.	<p>Governance resource to the university</p> <ul style="list-style-type: none"> • Managing of highly-complex governance issues across the range of the university's activities, from inception to final resolution, independently and resourcefully, dealing with sensitive issues and able to negotiate and influence change, within an environment that is tremendously sensitive where work is necessarily carried out with the greatest discretion and is demonstrably conscientious and exemplifying trustworthiness • Leads special projects of particular significance to the Board of Governors, Senate and senior university administration related to <i>The University of Waterloo Act, 1972</i>, the bylaws and related governance processes of the Board, and the highest level of rules and procedures for the operation of the Senate and its committees and councils



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	<ul style="list-style-type: none"> • Provides advice to senior administrators with a capacity for depth and clarity of thought, and the ability to think strategically • Maintains productive working relationships with people at all levels, both internally and externally • Undertake research on various issues, assembling background material related to a committee's work from a variety of sources, and overseeing special departmental or university projects • Ability to apply knowledge of people and practices to improve established processes, with depth of knowledge inspiring confidence among constituencies served but particularly among senior university officers including the President, Provost, US and other relying on the advice of the associate • Superior political acumen, and drafting skills and experience • Liaison with governance machinery residing outside the Secretariat, including in Faculties
3.	<p>Management of Executive Search Processes</p> <ul style="list-style-type: none"> • Management of the executive search process related to appointments at the Executive Council level, including where search processes are mandated by university policy • Thorough familiarity with appointments processes as developed through university policies and practices, including the ability to organize and manage large search committees, their complex and often highly confidential processes • Interface with high profile potential external candidates as well as search consultants, as required and with necessary discretion • Detailed organization of search process including developing requests-for-proposal, advertising strategy, consultation of constituencies within the university, development of briefs for prospective candidates, interviews and reference-checking • Liaison with external executive search consultants to support and foster the advancement of search processes • Maintaining confidentiality of search process and handling of sensitive information
4.	<p>Duties within the Secretariat</p> <ul style="list-style-type: none"> • Act as second for other Associate University Secretaries for governance-related matters, quasi-judicial processes, university risk management activity, internal audit activity, and other activities as may be required • The US may assign to the Associate responsibility for supervising administrative support staff

POSITION REQUIREMENTS:

If hiring today, what would be the minimum requirements?

Education: Undergraduate degree in relevant field of study or equivalent education and experience.

Experience: Related experience as a recording secretary in a governance-related position, preferably in the public sector, or an equivalent combination of practice-related and governance experience in the university sector. Must have previous experience working on and with different committee and thorough understanding of the mandates of the assigned committees. Must have been in a leadership role in the past and comfortable with working with executive and senior levels internally and externally to the University.
USG 13: 3-8 years

Technical: Working knowledge of parliamentary procedure [e.g. Bourinot's, Robert's] and procedures for the conduct of meetings, both formal and informal

MS Word	Excel	PowerPoint	Other
Intermediate	Basic	Basic	Adobe Acrobat (Basic)

NATURE AND SCOPE:



Job Description

- **Interpersonal Skills:** Internally, communicates with senior university administrators and their staff as well as with members of the various governance bodies assigned. Maintains effective working relationships within an environment that is tremendously sensitive and where work is necessarily carried out with discretion, requiring that the associate is demonstrably conscientious and exemplifying trustworthiness
- **Level of Responsibility:** The associate represents a key relationship within the university community in the responsible exercise of university power as assigned by the *The University of Waterloo Act, 1972* as well as by the various by-laws of the Board of Governors and Senate. The associate is responsible and accountable to the US for the aspects of the university's governance function assigned to the associate. The committees and councils assigned depend on the work of the associate to be able to carry out the operational business and academic mission of the university. On governance matters, directly supports and guides the governance, deliberative and compliance processes of the University by providing timely information and advice on policies, precedents, procedures, guidelines, and protocol to committee members and particularly committee chairs. This position has contact externally with members of the Board of Governors, the public, media, legal representatives, and government organizations. The incumbent will be involved in developing recommendations to settle sometimes highly sensitive and confidential matters at the University. The incumbent manages one staff member, directing his or her work, providing feedback and developing the assistant's knowledge of the governance-related work of the office. The incumbent also shall be a mentor to all junior colleagues, providing experienced direction and instruction as to governance processes and institutional culture.
- **Decision-Making Authority:** Answerable only to the University Secretary, the Associate University Secretary uses discretionary authority to use good judgment to make sound decisions and provide strategic advice on all matters relating to his or her portfolio which includes exercise of judgment and discretion consistent with the range of responsibilities and accountabilities outlined above. The Associate University Secretary provides advice regarding governance and deliberative processes to a variety of senior administrators and with experience, comes to be relied upon as a trusted advisor by these individuals. In the governance realm, the incumbent will identify and recommend procedures and practices to protect the University from undue reputational and regulatory risks. As the incumbent progresses in experience, he or she will play a greater role in the overall management and strategic direction of the Secretariat. At all times, the incumbent is responsible for maintaining the integrity of the work of the Secretariat remembering that its work is public, high profile and subject to scrutiny meaning that at all times, the very highest standards shall be applied to all aspects of work by an Associate.
- **Problem Solving:** The Associate University Secretary will have a thorough understanding of the mandates of the department's committee responsibilities, a thorough understanding of University policies, procedures and UW governance processes, and the ability to understand and appreciate diverse points of view about complex and often interrelated issues in a variety of contexts. These skills allow the incumbent to provide solutions to problems which emerge and actively anticipate, identify and provide advice re: mitigating strategies to senior administration in the execution of their governance-related duties.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure in a fast-paced work environment.