

## Job Description

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<b>Job Title:</b>	Administrative Manager, Indigenous Relations
<b>Department:</b>	Office of the Associate Vice-President, Indigenous Relations
<b>Reports To:</b>	Associate Vice-President, Indigenous Relations
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	August 2022

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### **Primary Purpose**

The Administrative Manager is responsible for the day-to-day operations of the Indigenous Relations Office (IR); this includes responsibility for all administrative and financial management functions. This position also provides administrative support to the senior leadership team in the office who report into the Associate Vice-President, Indigenous Relations including managing the calendar for the AVP Indigenous Relations.

In the University of Waterloo's Strategic Plan 2020-2025, it states, "We particularly recognize Indigenous students, faculty, staff, and alumni. We are committed to learning about the rich history and culture of Indigenous people of this land and an institutional response to the Truth and Reconciliation Commission's calls for action."

In line with the University's Strategic Plan, and the Indigenization Strategy, the Administrative Manager strives to address the underrepresentation of Indigenous people and to increase specialized support for Indigenous faculty members.

The University is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

### **Key Accountabilities**

#### **Administrative Management**

- Responsible for the day-to-day management and activities of the IR office
- Provides administrative support as required to the senior leadership team in IR
- Coordinates and schedules appointments, logistics and arrangements for internal and external meetings and travel as required for senior level team in IR
- Provides support with human resources administration, including staff hiring and onboarding, exiting, completion of required forms and system submissions, compliance training and ensuring adherence with HR policies and requirements
- Recommends changes/improvements and follow through to implementation of all technical and service matters for the physical office and its members
- Research information, fact-checks, options, work planning for the day-to-day operations of the office
- Conducts research on IR related matters and assists with writing reports, presentations, and projects
- Leads projects as assigned by the Associate Vice-President and the senior leadership team

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- Books rooms on campus and takes minutes as required
- Reports on progress and performance of strategic projects and initiatives as required, coordinates data collection and management for all units within the portfolio
- Liaises with Information Systems Technology (IST) to coordinate, assign, track and resolve client problems
- Escalates complex technical issues to IST, as required
- Welcomes guests to the Office and responds to questions and inquiries from visitors

### **Financial Management**

- Manages operating accounts and special purpose accounts for the Office
- Creates, with guidance from the Associate Director, a budget plan for the IR unit
- Briefs the AVP and Associate Director on financial matters affecting the Office
- Ensures the day-to-day financial activities of the Office are carried out according to best practices and comply with university policy and procedures
- Manages spending of approved budgets and provides advice relating to expenditures
- Monitors all accounts and investigates over expenditures or irregularities Tracks and reconciles all accounts monthly
- Ensures all payments are completed within the current fiscal year

*\*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**

- College Diploma in Office Administration, Business Administration, or related discipline
- Equivalent combination of education and experience will be considered

#### **Experience**

- 3-5 years of progressively responsible administrative experience, including demonstrated experience with financial management is required
- Demonstrated experience developing and managing a budget
- Experience in a university work environment is preferred
- Experience working with diverse teams and experience in a politically sensitive environment would be an asset
- Experience supervising staff is an asset
- Knowledge of Indigenous cultures, histories and peoples and ability to work effectively with Indigenous populations is an asset
- Experience working in an Indigenous organization or office is an asset
- Ability to speak an Indigenous language is an asset

#### **Knowledge/Skills/Abilities**

- Demonstrated ability to work collaboratively with others and communicate effectively with a wide range of contacts
- Demonstrated ability to manage a high volume of work with conflicting priorities and deadlines
- Demonstrated ability to exercise judgement and discretion when handling confidential information
- Proficiency with Microsoft Office (Excel, Word, and Outlook) and financial/expense claim system, Concur is preferred
- Proficiency with a Human Resources Information System is preferred

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- Excellent oral and written communication, organization, and problem-solving skills
- Ability to work in a space that may receive people of varying emotional states and can manage this effectively

### **Nature and Scope**

- **Contacts:** Internally, communicates with senior administration, students, faculty, and staff. Externally with community groups and various stakeholders.
- **Level of Responsibility:** : This position is responsible for providing support, advice, and assistance to the AVP and direct reports in all areas of their work. This position is responsible for the direction and management of the day-to-day administrative and working order of facilities for the IR office. The Administrative Manager will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the university.
- **Decision-Making Authority:** The Administrative Manager is expected to be self-directed in executing their responsibilities. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in juggling and executing these responsibilities. This position will make recommendations to the Associate Vice-President and the Associate Director regarding the execution of their responsibilities.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions.