



## Senior Director, Office of the President & CEO

### About Us

***Loyalist is Ontario's Destination College***, empowering students, faculty, staff, and partners through experiential, industry cluster-based education, training and applied research programs. Located on more than 200 acres in the beautiful Bay of Quinte region, the College is perfectly positioned between Toronto, Ottawa, and Montreal. Loyalist College is a close-knit community where students and their success come first. Loyalist provides personalized attention in small classes, rewarding field placements, and superior student services. Its Belleville, Bancroft, and Toronto campuses and Port Hope satellite location support programs and services for more than 3,000 full-time and 12,000 part-time students each year.

### About the Position

Loyalist is currently seeking to fill the position of Senior Director, Office of the President. This senior level role, reporting to the President & CEO, requires a combination of skills including knowledge of the post-secondary education sector in Ontario; experience in crafting policy and strategy in a post-secondary setting; analyzing and setting priorities and outstanding communication skills.

This is a unique and exciting role at Loyalist. As right hand to the President/CEO, the Senior Director, Office of the President manages all aspects of the President & CEO's priorities, manages interactions with key stakeholders, leads the development and maintenance of policies, acts a key resource with regards to the Strategic Mandate Agreement and interacts with a broad range of internal and external partners on behalf of the President & CEO. This is not an administrative function. It is a strategic and advisory role.

The Senior Director will assist and advise the President & CEO in all facets of her work: strategic thinking, planning and direction; organizational matters; corporate issues; as well as internal and external relations. The Senior Director will plan, organize and oversee Office operations including communications and management of human and financial resources. They will analyze all documentation, supervise and coordinate the preparation, production and presentation of documents issued by the Office, and partner with Loyalist's Communications Department as required.

## About the Work

- Establish and regularly maintain relations with the following stakeholders: members of the College's Executive Team, Chair and Members of the Board of Governors, key community, educational and business stakeholders.
- Prioritize requests, sometimes handling them directly, and monitoring them at all times to ensure follow-through.
- Own the policy development process by creating and managing a central repository for policies, working with subject matter experts on the development of new policies, coordinating policy consultations and ensuring compliance with government policies and legislation.
- Oversee Office operations, establish and coordinate administrative procedures.
- Work with the Executive Assistant to the President & CEO, organize the President & CEO's meetings.
- Analyze information, supervise and coordinate the preparation, production and presentation of documents issued by the President & CEO to the Board of Governors, senior management, or staff.
- Coordinate and support strategic planning efforts and government relations/accountability including: responding to requests for information and input from various government departments, coordinating responses and actions with the Strategic Mandate Agreement, monitoring and tracking the College's strategic plan, supporting the colleges annual strategic planning leadership retreats.
- Coordinate the development of strategic publications, e.g., Colleges Annual Report.
- Receive questions and matters submitted by various stakeholders and determine their priority; analyze matters and formulate hypotheses to accelerate decision making; determine matters that demand immediate action or attention by the President & CEO; follow up on President & CEO decisions with those concerned.
- Authorize content of information provided on behalf of the President & CEO.
- Advise the President & CEO on a variety of issues; track the development of matters involving operations and the political, regulatory and administrative climate for post-secondary education in Ontario; closely follow matters that could require senior management intervention.

## **About You**

As the ideal candidate, you are able to identify issues and opportunities that are of strategic significance, and to develop and deliver detailed responses, policies and communication. You are experienced in working in complex environments, juggling priorities and delivering on tight timeframes. You have a desire to play an influential and important role at Loyalist, while recognizing you are one contributing member in a much larger College team. You have a strong belief in the value and importance of the College sector, and in the significant and particular contributions of Loyalist College itself.

You have a track record of success with demonstrated achievements in project management, policy development, relationship management and delivery on goals. Your positive outlook, engaging manner and collaborative style allow you to lead effectively in a collegial environment and build productive relationships with diverse stakeholders.

## **Your Qualifications and Qualities**

- Relevant combination of education and experience typically acquired through an MA/MBA in a related field and 10 years' experience in the Ontario public sector. Direct experience in the College environment is a significant asset.
- Minimum 5 years' experience in a role managing others
- Thorough knowledge of the regulatory and organizational structures and mechanisms of the Ontario College system, and related government ministries.
- Good knowledge of public relations with experience maintaining relations with the provincial government, communities served by the College (business, political, minority groups, etc.), unions and staff.
- Experience in policy writing and management.
- Very good knowledge of and experience with effective strategic planning processes.
- Outstanding oral and written communications skills.
- Demonstrated professionalism and leadership qualities Including tact and discretion in dealing with sensitive matters
- Experience working in complex environments, juggling priorities and delivering on tight timeframes.
- Outstanding interpersonal skills and collaborative by nature, with the ability to remain cool and calm under pressure while ensuring successful outcomes.

If you are interested in this opportunity, please submit your application, quoting the competition **#ADM21-02N** in the email subject line. Please send a covering letter and a resume in MS Word (docx) or PDF format no later than **April 21, 2021** to:

**People and Culture**

**E-mail:** [humanr@loyalistcollege.com](mailto:humanr@loyalistcollege.com)

Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking-groups. Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to [humanr@loyalistcollege.com](mailto:humanr@loyalistcollege.com).

*Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) [www.wes.org/ca](http://www.wes.org/ca) evaluation (at their own cost) confirming Canadian equivalency of their credentials.*