**Job Title: Director, Strategic Integrated Planning**

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| **Faculty/Department:** Integrated Planning & Analysis | **Employee Group:** Administrative |
| **Campus:** Trafalgar (May be assigned activity at any Sheridan campus) | **Payband: NO** |
| **Reference #:** 19/A/56 | **Hiring Range:** $122,995.00-$130,682.00 |
| **Application Deadline: Open until Filled** | **Salary Range:** $122,995.00-$153,744.00 |
| **Application Details:** | |

Reporting to the Executive Director, Integrated Planning and Analysis (IPA), the Director, Strategic Integrated Planning engages with leaders across the organization, the IPA Management Team, and a team of professional staff to champion and facilitate the development, adoption, and enhancement of a sustainable integrated planning framework and processes to align strategic and operational planning; coordinate institution wide planning processes with unit level planning; align resource allocation with institutional priorities; and, integrate planning with accountability and performance management.

Using a consultative approach, the incumbent and colleagues will establish critical elements of the integrated planning framework, including tools, processes and training that enable planning, integration, evaluation, and reporting. The Director develops a planning culture through change leadership, and establishes a consulting client service model to provides expertise and guidance to planners across the organization.

**Specific Responsibilities**

* Development, implementation and enhancement of an integrated planning framework, processes, planning tools, and consulting services to planners and decision makers.
* Responsible for the development, execution and monitoring of the integrated planning framework strategy. This includes:
  + Engaging with leaders across the organization, the IPA Management Team, and a team of professional staff to champion and facilitate the development, adoption and enhancement of a sustainable and repeatable integrated planning framework with the following characteristics:
  + Development and execution of an integrated planning project plan
  + Development and launch of planning tools
* Conceptualizes and implements a client service model that engages planners and decision makers to provide expert guidance, advice, training, facilitation and coaching services.
* Fosters engagement in integrated planning with business and academic units and engages with leaders at all levels in fostering this.
* Operational leadership of the Integrated Planning Department - Staff and Financial Resources.
* Provides inspiration, and results oriented leadership and guidance to team and builds professional capacity and engagement; optimizes team and individual performance through effective talent acquisition, workflow/project planning, employee development, and performance management.
* Is accountable for resource stewardship, policies, procedures, and compliance, - including adherence to legal and policy directives.
* Oversees transactional metrics of portfolio that measure progress and performance of the team and process.

**Qualifications**

* Master’s degree, preferably in Business or a related field. A project management certication is required;
* A minimum of 9 years of related experience, including management experience ;
* Experience leading the development and implementation of a strategic planning framework within a complex organization;
* Experience with organizational change leadership – inspirational leadership, illustrating the ability to foster collaboration and motivate stakeholders through innovative change;
* Leadership skills with an ability to mobilize action and engage others; ability to work strategically and collaboratively across departments;
* Project management skills (approaches process roll-out, using a project management approach);
* Ability to evaluate and address complex issues, data and interdependencies and make effective recommendations;
* Adept at seeing both the big picture and the detailed interdependencies;
* Ability to manage multiple initiatives and a demanding schedule of often conflicting priorities and challenging deadlines;
* Effective interpersonal and communication skills (oral, written, facilitation and presentation); Able to create innovative, high quality reports, presentations, communications;
* Strong problem solving and decision-making capabilities;
* Ability to build and maintain positive and productive relationships;
* Demonstrates trust, tact and confidentiality.

*Sheridan welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process.  At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.*

*Note: Copies of educational credentials are requested at the time of an interview. As a condition of employment, Sheridan requires confirmation of educational credentials in the form of an official Canadian transcript or an official evaluation of international credentials which determines Canadian equivalency.*

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