**Director Planning and Resources**

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| **Faculty/Department:** Student Engagement and Enrolment Management (SEEM) | **Employee Group:** Administrative |
| **Campus:** Trafalgar(May be assigned activity at any Sheridan campus) | **Payband:** NO |
| **Reference #:** 19/A/45 | **Hiring Range:** $122,995 - $130,682 |
| **Application Deadline:** Open until Filled | **Salary Range:** $122,995 - $153,744 |

Reporting to the Vice President, Student Experience and Enrolment Management (“VP”), the Director, Planning and Resources (“Director”) serves on the VP’s senior advisory / leadership team as the primary administrator of the SEEM Division. The Director is responsible for managing the full scope of divisional planning and oversight of large, complex business operations within the Division’s functional units. In collaboration with the various functional areas, the Director oversees and provides strategic leadership and resource planning for the SEEM Division in the areas of: financial management, change leadership, human resources management, OHS, organizational planning, employee development for SEEM employees, programmatic effectiveness, technology resources, physical resources planning and management.

**Specific Responsibilities**

* Supporting the SEEM Division in developing its strategic plan and leads the assessment of progress towards established/benchmark goals. Ensuring integration of unit level plans and supports the timely completion of institutional reporting requirements;
* Guiding the implementation of institutional change initiatives, supporting divisional leaders in fully delivering aspects of initiatives in a coordinated and timely fashion;
* Ensuring effective change leadership strategies and processes are in place, in conjunction with campus partners.
* Accountable for financial management and planning and oversees the development of all SEEM divisional budgets; Leading strategic development and management of budgets; ensures effective and efficient allocation of fiscal and physical resources across the SEEM portfolio to support Divisional Leadership and in partnership with Finance;
* Developing sustainable and realistic multi-year forecasts that integrate SEEM’s strategic vision and operational plans; ensuring that SEEM Division budgets are respected;
* Supporting all aspects of human resource activity (employee relations, recruitment and retention, compensation, training and development, discipline and termination) across the SEEM division; developing and executing strategies to meet human resource needs;
* Ensuring the SEEM division provides an inclusive environment that respects diversity and proactively cultivates difference so each employee can achieve their full potential;
* Assuring the organization and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders;
* In collaboration with Facilities, ensuring that the physical space required to meet strategic and operational plans is assessed and optimally utilized;
* Performing other related duties as assigned.

**Qualifications**

The successful candidate will possess the following qualifications:

* Master’s degree in finance or management or a related field of study (MBA preferred) along with aa minimum of 7 years of senior leadership experience (both managerial and project management) in a post secondary environment, including substantial exposure to decision making processes (or an equivalent combination or relevant education and experience)
* Professional Accounting Credentials (CPA) would be an asset
* Knowledge and practical experience with the strategic planning process: policy development, approval and implementation of strategic plans
* Experience managing financial, human and physical resources, including analysis, modelling and reporting
* Experience with ABB (Activity Based Budgeting) and shared services models
* Advanced experience in financial and human resources planning and control
* Extensive knowledge of the academic environment – sector priorities and pressures
* Knowledge of Health and Safety legislation and employment standards
* Knowledge and understanding of political trends (government enrolment, budget) to make effective decisions and/or recommendations regarding resource allocation
* Ability to work effectively and achieve goals with a variety of constituent groups at all levels in a complex political and diverse environment
* Ability to empower, energize and motivate people to deliver their best in a consultative, collegial environment
* Thorough knowledge of administrative and business policies and procedures related to HR, Finance, Strategic Planning, Physical Resources, Health and Safety
* Effective communication, presentation and influencing skills – able to influence at all levels and obtain buy-in when there are diverse needs and competing priorities; clearly communicates complex financial or forecasting information across multiple levels and audiences
* Collaborative working style and relationship building skills
* Able to guide the work of others and optimize performance- managing effective work (or project) teams and setting /achieving goals and priorities
* Conflict resolution skills
* Relationship building skills
* Strong organizational, analytical and creative problem-solving skills

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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