Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

**Job Title:**  Director, Academic Strategy, Planning & Transformation

**Position Status:**  Permanent, Full-Time

**Department:**  Office of the Vice-President, Academic & Research

**Supervision Received:**  Vice-President Academic and Research (VPAR)

**Location:**  Sault Ste. Marie, ON

### PRIMARY FUNCTIONS:

<table>
<thead>
<tr>
<th>A. Strategy &amp; Planning</th>
<th>40%</th>
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</thead>
<tbody>
<tr>
<td>B. High Performance &amp; Innovation</td>
<td>40%</td>
</tr>
<tr>
<td>C. Team Development, Collaboration &amp; Communication</td>
<td>15%</td>
</tr>
<tr>
<td>D. Other Duties</td>
<td>5%</td>
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</tbody>
</table>

**TOTAL**  100%

Reporting to the Vice-President, Academic & Research (VPAR) The Director, Strategy, Planning & Transformation will provide thought leadership and evidence-based advice and support to the VPAR and their academic leadership team. The incumbent will facilitate the execution of the VPAR’s strategies, as well as the overarching strategies of Algoma University. Working in a rapidly growing organization, the incumbent will be responsible for the interactions, alignment, and organization of the overall VPAR workflow, with the aim of streamlining VPAR operations to support transformation through a high-performing, cohesive, and collaborative work team.
The role is essential to support the complexity of Faculty needs that are required to keep up with demands of growth and long-term sustainability, collegiality, and a research-inspired learning environment through an Indigenization, equity, diversity, and inclusion lens.

RESPONSIBILITIES:

A. Strategy & Planning (40%)

- Identify and participate in the evaluation of strategic opportunities to identify ‘keystone’ initiatives with the aim to prioritize them.
- Participate in the development of plans to implement the VPAR and organization strategy, and act as a center of expertise to the VPAR team and other units when necessary.
- Drive key improvement initiatives aligned with the VPAR objectives using a structured approach.
- Liaise between the VPAR team members and other departments/units to manage and coordinate the implementation and administration of strategies, ‘keystone’ activities, policies, and procedures.
- Conduct analysis of strengths, weakness, opportunities, and threats (SWOT) supporting operational and strategic decisions.
- Report on the progress and impact of ‘keystone’ objectives with transparency and clarity in accountability.
- Advise on and develop plans to resolve issues working with various members of the Algoma University community, across all areas of the institution.
- Support the design and management of the execution of cross-functional initiatives.
- Facilitate interdisciplinary collaborative efforts among faculty and/or senior staff within the VPAR team to transform current processes.
- Work closely with the VPAR team leaders to sustain alignment and momentum for critical projects.

B. High Performance & Innovation (40%)

- Assist in building high-performing teams through strategic insight and change management techniques.
- Coach and support the VPAR team to embrace an entrepreneurial, innovative, and high-performance mindset.
- Provide advice on the structure and management of initiatives, including planning and coordinating individual projects and project teams to meet scope, schedule, budget, and quality commitments, while minimizing and mitigating potential obstacles and risks.
- Establish project management standard practices that provide clarity of scope, role, and direction in order to support the project team.
● Communicate project status effectively to a broad group from frontline teams to senior leaders in a complex and multicultural environment.
● Support the VPAR team in developing business cases, project plans, and presentations.
● Develop cross-functional risk management plans and mitigation strategies for project execution, in collaboration with the Manager, Enterprise Risk, Policies & Insurance.
● Support the development of creative ideas and the implementation of ‘keystone’ initiatives that enhance team member experience and engagement.

C. Team Development, Collaboration & Communication (15%)
● Practice open communication that values diversity in resolving issues and challenges, and support effective resource management and consensus building with cross-functional teams.
● Build strong and sustainable relationships with team members, faculty, and other departments across the university. Leverage engagement skills to achieve buy-in and alignment on strategy and execution approach for key integration initiatives.
● Promote a culture of continuous development and innovation that values learning and a commitment to quality, integrity, and collaboration.
● Monitor team performance and report on progress.
● Identify and support the training needs and coaching requirements of the team.
● Listen to team members’ feedback and advise on the resolution.
● Advise on the recognition of high performance and the rewarding of accomplishments.
● Encourage creativity and risk-taking.
● Communicate openly and effectively with the VPAR team, share updates, disseminate information, and explain goals and expectations as outlined by the VPAR.

D. Other Duties (5%)
● Other duties, as assigned by the VPAR.

MINIMUM QUALIFICATIONS
● Post-secondary credential coupled with a minimum of eight (8) years working in a senior leadership role, leading high-profile projects with multiple collaborators, and working directly with C-level executives.
● Consulting experience and/or a business degree would be considered an asset, with strong business and financial acumen in a role as a management consultant or high-level strategy executive at an organization of similar size or bigger.
● Innovation orientation and passion for building, operating, and transforming new or high-growth businesses.
● Proven operational experience developing, launching, and managing robust and complex programs.
● Experience with the design and implementation of processes and workflows.
● Possess detail-oriented organizational and process management skills with the ability to manage a wide range of discrete and high-impact initiatives.
● Ability to pivot from "big picture" orientation to "detail focused" as necessary.
● Strong judgment in decision-making and exceptional time management and prioritization skills.
● Expert in solving complex problems with a proven track record and skills in outlining and activating strategy across various departments is required.
● Effective task delegation combined with an ability to engage and motivate staff to achieve desired goals.
● Demonstrable experience in coaching and support to foster an environment of cooperation and success.
● Expertise and knowledge of student success, its key drivers, current issues, and emerging trends.
● Superior oral and written communication skills across diverse media.

Salary Scale: $115,683 to $144,603 annually

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00 p.m. on August 7, 2023.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.