

**Administrator (Term)
Departments of Bioethics and Pharmacology**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

The Department of Bioethics collaborates with practitioners, educators, learners, policy makers and health organizations to develop ethics capacity in multiple spheres of health, including the design and delivery of innovative and integrated undergraduate and postgraduate medical education programs. The Department of Pharmacology offers programs to enable graduates to work in academic or pharmaceutical research, the biotechnology industry or drug regulation. The successful candidate will hold two part-time appointments (together adding to 1.0 FTE), will provide similar services to both departments, and will report to the Department Head of each department.

Key Responsibilities:

- Manage the administrative functions of both departments; establish and recommend operational plans and policies for the departments. Liaise with central administrative units such as Financial Services, Human Resources and Facilities Management.
- Prepare and manage departmental budgets and associated financial records.
- Manage support staff; manage workload, establish performance standards, ensure adherence to university policies and collective agreement.
- Provide assistance to researchers (assistance with managing grant finances, HR issues, purchasing).
- Prepare reports and surveys (for affiliated external organizations, accreditation).

Qualifications: Undergraduate degree in a field such as Management or Business Administration, plus approximately five years' related experience including financial and human resource management with supervisory experience (or an equivalent combination of training and experience). Strong communication (written and verbal) and interpersonal skills are required. Demonstrated initiative, and the ability to work independently, as well as part of a team, are necessary. Must be able to multi-task and manage multiple priorities. Solid computer skills, and strong leadership skills, are also required.

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies <https://www.dal.ca/dept/leaders.html>, in particular:

- Resource and Process Management
- Accountability for Performance and Results
- Knowledge and Thinking Skills
- Communication
- Respect and Inclusion

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by June 26, 2018 to competition DPMG-18075.

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity

Salary Range: \$44,034 - \$67,973 per annum. This is a one-year term position, with the possibility of extension. This position is part of the Dalhousie Professional & Managerial Group (DPMG). A secondment would be considered.

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity