

Chief of Staff

Position Details

Position Information

Position Title	Chief of Staff
Department/Unit	Provost & VP Academic, General
Location	Halifax
Posting Number	S13-19
Employee Group	DPMG
Position Type	Regular, On-Going
Duration of Contract (if applicable)	
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$76,412 - \$103,381 per annum
Classification	ADM-08

Provisional Statement

About Dalhousie University

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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary

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As a key member of the Provost Office team the Chief of Staff is a senior leader who is responsible for overseeing the strategic deployment of resources in alignment with the university's strategic priorities. The Chief of Staff ensures that urgent and priority issues have been assigned and effectively addressed, this requires development and maintenance of a strong collaborative culture ensuring effective resolution of complex issues and high-level initiatives.

The Chief of Staff holds an important advisory role providing confidential and strategic advice, counsel and support to the Provost. In this advisory role, the Chief of Staff will scan for potential issues rising within higher education as well as on social media. The Chief of Staff works closely with the other Vice-Presidents, Vice-Provosts, Associate/Assistant Vice-Presidents, Executive Directors, the University Secretary,

General Counsel and the Deans to foster effective operations and collaborative effort of the senior team to ensure the resolution of complex issues in a timely and effective manner.

Key Responsibilities

- Works closely with the Provost and other key colleagues to continually assess priorities, meet deadlines, track progress, and direct and advance work on all fronts;
- Ensures the Provost is appropriately informed of developments on the campuses and elsewhere which have the potential to affect the University;
- Assumes a lead operations role for the Provost Office, including short and longer term planning, human resources management, resource allocation, and budget administration;
- Supports and participates in strategic planning initiatives
- Prepares and/or contributes to the preparation or reports, proposals, briefings, and presentations, responses on institutional and strategic issues;
- Provides quality, well-reasoned and informed advice and briefing to the Provost on the full range of issues and opportunities facing the Office and the University;
- Works directly with the Provost to manage and resolve a large variety and volume of sensitive and time critical issues;
- Participates in key meetings with faculty, administrators, and others as needed and delegated. Accurately represents the Provost's position to help drive understanding and move decision-making forward;
- Helps serve as Provost's 'eyes and ears' and brief/update/advise on a range of issues.

Note

Qualifications

- Ideally, a postgraduate degree in a related discipline with 10 years of senior level experience in a complex administrative setting, preferably within a university.
- Excellent communication skills, especially the ability to write, compile reports, presentations, and speeches;
- Strong problem-solving, organizational, and project-management skills;
- A self starter that can handle multiple high-priority projects simultaneously;
- Commitment to establishing effective and positive working relationships with a broad group of peers, academic and executive leaders;
- A calm, even and professional demeanor and absolute discretion, integrity and tact, in dealing with a high volume of confidential matters;
- Demonstrated history of balancing priorities, meeting deadlines and resolving unexpected issues;
- Availability after business hours and on weekends and holidays, as needed.

Job Competencies

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

- Communication
- Integrity
- Resources and Process Management
- Relationship Building
- Thinking and Acting Strategically

Additional Information

Application Consideration

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.

Diversity Statement

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.

Posting Detail Information

Number of Vacancies 1
Open Date 05/06/2019
Close Date 05/22/2019

Open Until Filled

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/1384>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter