



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

College Secretary and Director of Strategic Initiatives

Department: President's Office

Status: Permanent

Full Time Equivalent: 1FTE

Salary Range: \$72,828 - \$119,646 per annum (SA1)

Posted Date: 12/23/2024

Closing Date: Open until filled

Positions Available: 1

St. Thomas More College (STM) is the Catholic liberal arts college federated with the University of Saskatchewan (USask) and located on the USask campus in beautiful Saskatoon. Through its federation with USask, STM offers over 220 Arts and Science credit courses to USask students. In our mission statement, we affirm that "through our teaching we are devoted to a partnership of learning and growth with our students which addresses the synthesis of faith and reason in all aspects of the human condition. The creative discovery of truth and its open dissemination nourishes our life as teachers and members of the wider academic and Catholic intellectual community." As a federated college, STM has its own administration and governance structure and develops its own strategic plans.

Nature and Scope:

Reporting to the President and accountable to the Chair of the Board of Governors, this dual role provides leadership in College governance and strategic planning and implementation. As the College Secretary, the incumbent is responsible for the organization and administration of Board of Governors materials and governance records, including governance compliance matters. As the Director of Strategic Initiatives, the incumbent works closely with the President to coordinate strategic planning and to facilitate continuing implementation and evaluation of the St. Thomas More College Plan.

In accordance with the St. Thomas More College Act (2001), college bylaws, institutional policies and practices, and other legislation, the incumbent supports and guides the governance and deliberative processes of the College. They work with other senior leaders at the College to provide support and advice to the Board of Governors, Corporation, and their committees; the St. Thomas More College Society, STM's public juridic person, and Faculty Council. The incumbent routinely and accurately provides impartial advice on, and interpretation of, policies, bylaws, precedents, procedures, protocols and best practices to the Board of Governors, Corporation, as well as their committees. The incumbent is also responsible for identifying opportunities, advising on strategy, recommending solutions, implementing strategic plans, fostering campus and community partnerships and responding to the objectives and priorities of the College. The incumbent will coordinate, lead and assist with projects to support the execution of strategic initiatives, as well as overseeing the development and execution of strategies and plans with measurable objectives in support of institutional initiatives. In addition to these responsibilities, the Director develops and ensures ongoing implementation and measurement of progress toward, and success of, policies, projects and plans supporting College Plan priorities.

Key Responsibilities:

- Support the Office of the President with strategic planning, including execution and evaluation of strategic planning initiatives.
- Oversee and lead strategic projects through assessment, diagnosis, design, and implementation, including gathering and analyzing data, bringing together relevant stakeholders, and delivering recommendations.
- Engage with diverse stakeholders, including the Dean, Directors, and others to conceptualize, design, implement and sustain both incremental and transformational change initiatives. Convene discussions, gather relevant data, and seek input to inform strategic initiatives and directions.
- Engage external partners (e.g., government, community partners, etc.) to explore and develop strategic initiatives.
- Leverage the use of data for strategic communications on institutional progress across all College Plan priority areas.
- Lead the development and review of policies and procedures related to Board governance with a focus on ensuring compliance with the relevant legal framework(s).
- With a primary focus on Board governance, provide professional advice and support in the development of other policies and procedures to ensure the effective operation of Board Committees and practices.
- Provide support to the Faculty Council Executive in the planning and administration of Faculty Council and its committees.
- Ensure the provision of expert and specialist advice to the Board Chair and the President on all matters of College governance, identifying and suggesting workable solutions to issues that arise, and exercising judgement in line with College strategy and core values.
- Provide administrative support for the Board of Governors, Corporation and their committees including assisting with orientation, managing information requests, preparing agendas and minutes of all meetings as well as ensuring follow-up on action items.
- Other duties, as required.

Qualifications:

- Master's degree or equivalent education and experience is required.
- Minimum of 7 years' experience in governance and strategic planning is preferred.
- Completion of a Strategic Planning Professional certification and a governance certification program is preferred.
- Experience in policy development and interpretation as well as a strong understanding of the relevant legal and governance frameworks.
- Experience with leading and implementing institution-wide strategic plans and initiatives.
- Ability to foster and maintain relationships with internal and external partners, including government agencies.
- Proven capacity to conceptualize and execute projects, inspire others, and build consensus.
- Strong ability to work with minimal supervision, self-motivated, and well-organized.

Application:

Interested candidates should email their resumé to the attention of the Associate Director of Human Resources at humanresources@stmcollege.ca. **Applications will be reviewed starting January 6, 2025.**

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Underrepresented groups include those identified in the federal Employment Equity Act - women, visible minorities, Indigenous peoples, and persons with disabilities - including, but not limited to, LGBTQI2+ people, and members of other designated groups are encouraged to self-identify on their application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Additional information about STM and the University of Saskatchewan is available at <https://stmcollege.ca/>.

Only those invited for an interview will be contacted.