

The University of Prince Edward Island

POSITION DESCRIPTION

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| POSITION TITLE: | Chief of staff |
| EMPLOYMENT GROUP: | Contract Administration |
| DEPARTMENT: | Office of the president |
| VP/FACULTY: | Office of the president |

Purpose

Reporting directly to the President, the position manages information, emerging issues and projects for the portfolio, in addition to overseeing the portfolio's administrative operations including formal connection to leaders of other units across the university. As a member of the President's leadership team and leadership committees, the position provides expert advice and counsel to key portfolio decision makers, influencing and impacting the strategic work of the portfolio.

By supporting the leadership team and broader university executive, the Chief of Staff helps to develop the portfolio and connect it to the larger picture. This position is pivotal in maintaining close connection with peers in other portfolios to address issues and provide well-formed guidance to the President's Senior Executive Team and other committees, and the university's governance bodies.

This position exercises portfolio-wide oversight and understands, fulfills, and promotes the health, safety, and environment responsibilities identified in university policy. Finally, this position provides the President with confidence the portfolio is contributing to a positive institutional reputation.

In all facets of this role, the Chief of Staff endeavors to integrate and advance the university's commitments to equity, diversity, inclusivity, and Indigenous initiatives.

ORGANIZATIONAL STATUS

Full-time permanent position.

WORK PERFORMED

Strategic Influencer

- Provides the President with strategic counsel, options, plans, recommendations, implementation and evaluation of complex, sensitive or highly confidential initiatives, special projects and emerging issues.
- Remains current on issues facing the portfolio, as well as all the key constituencies involved, to provide timely advice to the President and influence all parties to support a common objective.

- Provides a confidential sounding board for ideas, plans and policy matters and offers expert knowledge, advice, critical analysis, options and alternative approaches.
- Anticipates and identifies emerging issues, offers advice on next steps, and ensures they are considered by the President and other members of the portfolio's senior leadership team.
- Drives progress on portfolio initiatives, plans and strategies, including the Senior Executive Team individual quarterly priorities.
- Monitoring legislative and policy developments that may impact the university and providing timely updates, analysis, and recommendations to university leadership.
- Conducting research, data analysis, and benchmarking to support decision-making, strategic planning, and advocacy efforts related to government relations and strategic priorities

Operations Manager

- This position provides direct supervision of up to 5 operational staff members in the Office of the President.
- Leads the selection of administrative staff and participates in the selection of key leadership positions for the portfolio.
- Develops processes for managing the flow of information to and from the Office of the President
- In collaboration with other portfolio leaders (e.g. communications, human resources, comptroller, and/or faculty relations), provides advice to the President on strategic human resource issues (e.g. workforce planning, succession planning, professional development) within the portfolio.
- In collaboration with the Director of Finance, Comptroller, and HR, provides reports to the President on the portfolio's financial position.
- Assists with decisions related to the need for critical resource reallocation and reorganization.

Leads change

- Triage and assigns materials, issues and communication to the appropriate area/ individual.
- Manages and resolves confidential/ emergent matters on behalf of the President

Agent

- Manages and resolves confidential/ emergent matters on behalf of the President
- Acts on behalf of the President as appropriate and required.
- Represents the President at meetings when the President's attendance is not possible or not required. Serves as a liaison to various committees and groups where required.
- Attends meetings with the President to ensure action items are captured and appropriately assigned.
- Strategically plans the President's attendance at internal and external events and community engagements. Ensures the event has a link to the office's strategic objectives

before committing President time. Oversees the preparation of relevant documents, speeches, and briefing materials.

- Has a view of all moving parts of the portfolio and ensures that portfolio initiatives and actions are synchronized and sequenced appropriately, including appropriate university governance review.

Issue Resolver

- Anticipates, identifies and resolves strategic issues of substantial significance that affect the overall functioning of the portfolio. Consults and advises the President on potential alternatives.
- Identifies, coordinates and manages responses to issues that affect the University by consulting with required expert advisors, including legal counsel.
- Drafts correspondence, presentations, updates or reports on issues. Conceives, crafts and edits communications messages in consultation with Communications

Project Leader

- Leads portfolio level projects. Brings together the right expertise from within and outside the portfolio to ensure project success.
- Together with the University Secretary Develops, and/or oversees the development of, policies and procedures for the Senior portfolios.
- Leads the creation and delivery of strategic planning documents for the portfolio.
- Creates and manages the planning timelines and guidelines based on university priorities.
- Implements/ adheres to effective governance processes when moving projects through approval stages.

Relationship Manager

- Establishes excellent working relationships with all portfolio stakeholders both internal and external.
- Understands and uses ongoing relationships and networks within the organization to further plans, strategies and initiatives.
- As a member of the President's senior leadership team, ensures key issues are proactively addressed and provides leadership to further advance the university's priorities and initiatives.
- Works collaboratively with Vice Presidents, Deans, Directors, and leaders of other units on projects, issues and initiatives.
- Maintains positive working relationships with portfolio staff and colleagues across the university.
- Establishes connection to other portfolio leaders across the university, providing support to these colleagues and leadership to the university.

The Chief of Staff reports to the President. It is accountable for all senior administrative management services to the President, the President's team, the portfolio and the University (in conjunction with counterparts from other Vice-President's offices) and is a full member of the

portfolio's management team and the University's senior administration group. Decision making is governed by the broad strategic goals and direction of the University; by an understanding of the culture of the University; a thorough knowledge of the decision-making structures and a developed sense of the political environment of the organization and the external context in which the University operates.

The position is required to follow the objectives and policies of the portfolio and the University.

SUPERVISION RECEIVED:

This position works under the direction of the President

SUPERVISION PROVIDED

This position provides direct supervision of up to 5 operational staff members in the Office of the President. (i.e. Administrative Assistant, Executive Assistant to the President, Directors of Communication and University Relations, Director of Strategic Planning, Director of Marketing and Production)

QUALIFICATIONS AND EXPERIENCE

- A university degree in business administration or related area; a graduate degree is considered an asset
- Understanding of core principles related to Indigenous initiatives and equity, diversity, and inclusivity, and demonstrated experience applying principles in a work setting.
- Extensive knowledge of the University of Prince Edward Island's policies procedures and operating requirements, and the academic culture on campus
- Familiarity with University governance systems and the University Act
- Greater than 10 years of related experience in the field, ideally in a university setting
- Proven ability to work within a team as a contributing member. Excellent oral and written communication skills
- Ability to provide unobtrusive support to the President and President's team by earning the trust and confidence of the President and the President's team
- Excellent analytical and organizational skills
- Experience working independently within a large institutional environment with a variety of staffing groups
- Proven ability to work collaboratively with other team members from other areas of expertise, and with the most senior administrators in an organization
- Exceptional judgment and strong political savvy
- Additional training/ experience in project management and change management would be an asset.

IMPACT OF ERROR:

- Errors may cause serious breakdown in operational control of the organization.
- May cause serious delays in uncoordinated effort
- May cause loss of business, public or employee support.