



Secretary General



To apply or obtain further information, please contact:

André Lacaille, Director
Human Resources Service
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Application deadline:

Friday December 12, 2014 or until the position is filled.

ORGANIZATIONAL PROFILE

Saint Paul University, located in Ottawa, is a bilingual Catholic institution that has been entrusted for more than a century and a half to the Congregation of the Missionary Oblates of Mary Immaculate. Endowed with civil (1866) and pontifical (1889) charters, Saint Paul University has been federated with the University of Ottawa since 1965.

Saint Paul University is comprised of four faculties – Canon Law, Philosophy, Human Sciences and Theology. Its programs provide over 20 disciplines ranging from the undergraduate to the doctoral level and are delivered by an internationally renowned faculty.

The University specializes in Theology, Canon Law, Conflict Studies, Social Communications, Counselling and Spirituality, Ethics and Public Governance, Religious Studies and Anglican Studies.

In addition to conferring its own degrees, Saint Paul University reserves the right to present its candidates to the Senate of the University of Ottawa for the joint conferment of some of its certificates, diplomas, and civil degrees.

Saint Paul University has adopted a 2014-2019 Strategic Plan (action plan), which is available on its website at <http://ustpaul.ca/> .

POSITION DESCRIPTION

POSITION TITLE: Secretary General

REPORTS TO: The Rector

SCOPE: The Secretary General is one of the advisors to the Rector and must ensure that the policies and regulations as well as the functions of those in authority meet the latest governance requirements. The holder of this position must ensure that committees are created properly, respecting the appointment process in the service of the community as a whole; that people have the freedom to act without conflict of interest or bias; that relevant information is provided on time, by the deadline, for decision making; that decisions are in accordance with policies and regulations and are circulated within a reasonable time frame; in short, that governance is carried out properly and fosters the participation of those concerned. Also, the Secretary General coordinates the conducting of the following official ceremonies: solemn closing of the academic year, awarding of honorary doctorates and awarding of the Eugene de Mazenod medal.

CANDIDATE PROFILE

RESPONSIBILITIES:

The Secretary General is involved in the administration of the University in keeping with the powers granted by the Law and the regulations of each body in which he participates, where required (i.e. Council of Administration, Executive Committee, Senate).

As a member of the management team, the Secretary General assists the Rector in a general way in the management of the University and in this way participates in the planning and coordination of the University's activities as a whole.

Reporting directly to the Rector, the Secretary General is responsible for the smooth corporate operation of the University.

Therefore, the holder of this position:

- is the custodian of the records and archives of the University as well as its seal;
- is responsible for the University's document management policy and the maintaining of the archives, respecting the appropriate laws and regulations;
- is responsible for keeping the records of the University, except for those that are entrusted to the registrar (student dossiers) and human resources (employee dossiers);
- keeps records of official proceedings of the University (i.e. Council of Administration, Executive Committee, Senate);
- is secretary of the Council of Administration, the Executive Committee and the Senate, prepares the minutes and ensures that follow-up is done;
- calls the meetings of the Council of Administration, the Executive Committee, the Senate, and any other meeting required for the smooth functioning of the University;
- oversees providing, during official proceedings, the information required to make a decision and ensures the proper circulation of decisions that are duly taken;
- certifies copies of the records he or she holds, as well as all documents that are part of the University's dossiers;
- handles the University's legal affairs, except for litigation and grievances involving labour relations;
- is the University's representative for applying the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information;
- is responsible for the enforcement of several other policies and regulations in force at the University, including the Policy on sexual harassment;
- is responsible for the administration of the budget granted to him or her by the Council of Administration;
- at the Rector's request, represents the University, on corporate issues and governance, to various public or private external organizations, and to other universities;

CANDIDATE PROFILE (CONT'D)

- carries out the powers and duties entrusted to him or her by the Rector.

EDUCATION:

University education in a relevant field.
A graduate degree is an asset.

LANGUAGE:

Excellent writing skills in both official languages, the ability to communicate verbally in French and English.

ENVIRONMENT:

Saint Paul University seeks leaders who are familiar with the mission of a Catholic university and who bring a willingness to understand, adopt, and support a Catholic university's mission.

EXPERIENCE:

- Has a minimum of five years related experience, in a university, working with executive and board officers
- In-depth knowledge and experience of the university system and funding agencies
- High level of expertise in organizational development and human relation
- In-depth knowledge of Microsoft software (Word, Excel, PowerPoint)

COMPETENCIES & SKILLS:

- **Dynamic Leader:** Is able to identify and communicate a clear vision and direction, motivating and challenging for the University
- **Management Excellence:** Is able to manage resources, budgets, schedules, policies, and quality assurance
- **Innovation:** Constantly seeking to establish best practices for improving the efficiency of the administrative unit and the performance of the University
- **Communication:** Able to convey ideas so they are well understood and accepted, in both official languages
- **Partnering:** Seeks, establishes, and maintains partnerships that share common goals in the division of powers and responsibilities
- **Teamwork:** Contributes actively by working with others in all interactions
- **Agent of Change:** Understands the importance and necessity of building fruitful, innovative relationships between Faculties, professors, and administrators
- **Commitment to Catholic university education:** Must be willing to embrace and communicate the particular mission and values of this catholic university
- **Personal:** Displays discretion; impeccable integrity, meticulous and detail oriented
- **Analytical Skills:** Able to analyze information and document management and to synthesize and make recommendations