



Board Secretary and Manager, Strategic Initiatives

Professional Staff Group

Regular Full-Time

Classification: Band E

Salary Rate: \$63,882 - \$78,039 (Based on 37.5 hours per week)

Overview

Reporting to the President and Vice-Chancellor and accountable to the Chair of the Board of Governors, this dual role provides leadership in Board governance and strategic initiatives. As the Secretary to the Board of Governors, the incumbent is responsible for the organization and administration of Board of Governors and organization governance records, including governance compliance matters. As the Manager, Strategic Initiatives, the incumbent also serves a key function in facilitating the continuing implementation and evaluation of the University Strategic Plan.

In accordance with StFX's University Act, University By-laws, institutional policies and practices, and other legislation, the incumbent supports and guides the governance and deliberative processes of the university. They work with other senior leaders at the University to provide continuity to the Board of Governors and its committees. The incumbent routinely and accurately provides impartial advice on, and interpretation of, policies, by-laws, precedents, procedures, protocols and best practices to the Board of Governors 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 institution. The incumbent will coordinate, lead and assist with projects to support 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 Manager develops and ensures ongoing implementation and measurement of progress toward, and success of, policies, projects and plans supporting institutional priorities.

Key Responsibilities

- Support the Office of the President, Vice-Presidents and University leadership with the planning, 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 executive, deans, 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.
- Leverage the use of data for strategic storytelling and communications on institutional progress across key strategic 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.
- Ensure the provision of expert and specialist advice to the Board Chair and the President on all matters of University Governance, identifying and suggesting workable solutions to issues that arise, and exercising judgement in line with University strategy and core values.
- Provide administrative support for the Board of Governors and select Board Committees including assisting with orientation, managing information requests, preparing agendas and minutes of all meetings as well as ensuring follow-up on action items as required.

Qualifications

- Master's degree, JD/LLB or equivalent experience.
- Minimum of 7 years' experience in governance and strategic planning.
- 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, extremely well-organized.
- This position requires a flexible work week during peak periods.

Application Instructions

Posting will remain open until the position has been filled. To apply please submit a letter of application and a resume in confidence to **People and Culture, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.