

University of Toronto

Deputy Secretary, Office of the Governing Council

The University of Toronto (U of T) seeks an exceptional governance leader for the position of **Deputy Secretary** in its Office of the Governing Council. With ongoing recognitions from national surveys including [Canada's Best Diversity Employers](#), [Canada's Top Family-Friendly Employers](#), and [Canada's Top 100 Employers](#) and consistently ranked among the top 20 universities in the world for teaching, research, and innovation by Times Higher Education, U of T offers a wonderful environment for faculty, staff, and students to thrive and generate impactful work. For more information about the University, visit <https://www.utoronto.ca/>.

Reporting to the Secretary of the Governing Council, the Deputy Secretary provides oversight and management of the Secretariat within the Office of the Governing Council, coordinating and guiding the tri-campus Secretariat team. This position, along with those of the Assistant Secretaries, is also responsible for supporting the work of the Governing Council by providing secretariat support for assigned Boards, Campus Councils and Committees of the Governing Council or other bodies as established, and by providing advice and information on policies, precedents, procedures and protocol. In collaboration with the Secretary of the Governing Council, the Deputy Secretary is responsible for identifying, developing and implementing strategies to meet the equity, diversity and inclusion (EDI) objectives related to institutional governance. Apart from the provision of procedural advice, the incumbent maintains strict neutrality in providing policy advice and in the performance of their duties. The incumbent is also a liaison between and among governance bodies, senior administration and constituent groups, and advises parties on matters that come before governance. In the absence of the Secretary or at the Secretary's request, reviews and executes contracts and agreements under seal.

Qualifications

While all candidates are encouraged to apply and, in so doing, share how they see themselves adding value to the Secretariat, the following credentials and/or experiences are seen as possible markers of the candidates most likely to realize success in the role: A) a Master's degree in a related field or equivalent combination of education and experience; B) several years' experience of governance work in a senior role and/or senior administrative experience in an academic environment, or equivalent; C) experience working alongside other senior leaders and gaining their trust, along with a style of leadership that remains engaged and deeply attuned to

the needs of others; D) proven experience advancing and elevating team culture, ensuring a cohesive and high-performing environment; E) a track record of effectively deputizing for their supervisor and/or representing their division to external audiences, coupled with the ability to take ownership of responsibilities autonomously and with proficiency, and; F) excellent communication and analytical skills, tact and creativity, and extensive experience navigating complex and confidential situations with political sensitivity and diplomacy.

The incumbent is expected to have a deep and abiding commitment to advancing reconciliation, equity, diversity, and inclusion in all its forms and must believe, intrinsically, in the importance of leading with curiosity and welcoming ideas that can later be synthesized and turned into possibility. They must also demonstrate a commitment to promoting a civil, respectful, and healthy working environment.

How to Apply

The University of Toronto embraces diversity and is building a culture of belonging that increases its capacity to effectively address and serve the interests of its global community. The University strongly encourages applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. The institution values applicants who have demonstrated a commitment to equity, diversity, and inclusion and recognizes that diverse perspectives, experiences, and expertise are essential to strengthening its academic mission.

*The University of Toronto invites applications from all qualified candidates; however, Canadian citizens and permanent residents will be given priority. U of T is partnering with BIPOC Executive Search to ensure an applicant list that has greater representation from Black, Indigenous, and People of Colour, thereby reflecting Canada's diverse population. In accordance with the AODA Act, accommodation will be provided throughout the recruitment process to applicants with disabilities. **All interested applicants can send their resume to Urmilla Mahabirsingh and Jason Murray by e-mailing umahabirsingh@bipocsearch.com, or can apply through the BIPOC Executive Search mobile app.***

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.