

**OFFICE OF THE PRESIDENT
UNIVERSITY SECRETARY
FULL-TIME PERMANENT POSITION
COMPETITION #168E24**

The Office of the President is committed to fostering a culture of excellence, collaboration, and innovation. We prioritize the well-being and engagement of our faculty, staff and students to create a supportive and inclusive environment for learning and growth.

The Secretariat serves as the corporate secretariat and office for the Board of Governors and Senate. The Secretariat carries the responsibility for oversight and facilitation of the activities of the Board of Governors, Senate, and their various committees, to ensure the effective and efficient operation of the university's bicameral system of governance. Under the leadership of the University Secretary, the Secretariat is responsible to the entire University community for the provision of timely, accurate, and objective advice, information, interpretation, and application of policy and legislation as it relates to the University Act, and University governance. The Secretariat embodies a welcoming and inclusive space for all members of the University community with the goal of creating the conditions for the emergence and strengthening of good governance.

The University Secretary will have the opportunity to make a significant impact, work in an innovative, collaborative, and supportive setting, and be at the forefront of shaping the university's governance processes.

What we offer:

- Flexible work arrangements
- Comprehensive Health and Dental
- Post Retirement Benefits
- Tuition Waivers
- Health and Wellness on Campus available to staff
- Professional Development Opportunities

RESPONSIBILITIES:

The University of Prince Edward Island governs itself with a bi-cameral governance structure, as set out in the PEI University Act. The Board of Governors is the highest governing body overseeing the University's activities, finances, and property, and the Senate has authority for academic governance.

The University Secretary will:

- serve as an officer of the university, reporting to the President and Vice-Chancellor, and in respect of governance, having a dotted line reporting relationship to the Chair of the Board of Governors. This individual has oversight of the university's compliance with the PEI University Act, including the preservation of the university's autonomous governance structure as set out in that legislation
- act as the primary governance expert for the university. They work closely with the President, the Chair of the Board of Governors, the Chair of Senate, senior administration, and committee chairs, to ensure good governance practices are in place, and timely input of recommendations and information to committees and to the Board of Governors and Senate
- oversee the university's policy framework, ensuring consistency of policies with the PEI University Act and By-Laws, the appropriate delegation of authority and corresponding accountability through and within policies, working with the university to identify and address policy gaps and to ensure policy compliance.
- work to ensure alignment and coordination across all areas of governance and to maintain effective administration of the bicameral system of governance. The University Secretary provides timely, accurate, and objective information and advice, including the interpretation and application of policies and bylaws to all areas of University governance
- acts as a liaison between the Board of Governors, the Senate, and the senior leaders of the UPEI. They oversee the coordination and facilitation of the activities of the Board of Governors and will, as the position and office evolve, provide

governance support to the Senate, leading long-term planning and management for all governance activities

QUALIFICATIONS:

- Master's degree, ideally, in policy, law, public policy, administration, and/or governance and at least seven (7) years of experience related to the specified responsibilities, with at least five (5) in a management-level position or an equivalent combination of education and experience required
- A GPC.D, ICD.D or C.Dir designation is an asset
- Demonstrated experience advising on policy development and interpretation, and knowledge of university bicameral governance systems required
- Experience applying principles of governance and parliamentary rules of procedure (Robert's Rules) required, along with relational assertiveness who is effective in maintaining rules of order and other procedures in highly charged environments, while supporting with compassion
- Knowledge of the post-secondary environment and a passion for providing exceptional educational experience is required
- Demonstrated ability to align policies and operations with broader institutional goals
- Networking skills to facilitate external relations with similar roles and governance organizations
- Superior skill in organizing resources and a keen ability to establish strategic priorities
- Integrity and objectivity, with sound judgment combined with diplomacy and discretion
- A credible, collaborative, and consultative leader, capable of building strong, trusting relationships
- Decisiveness combined with a facilitative style and the ability to effectively explain decisions and bring clarity to complex issues
- Excellent interpersonal and written communication skills with the capacity to communicate and collaborate effectively with all levels of the University and in committee environments
- Excellent use of technology for collaboration; strong computer skills, including Microsoft applications

HOURS: 37.5 hours per week

SALARY: \$147,901 to \$163,976 per annum

CLOSING DATE: October 2, 2024

For more detailed information, please see the link to the [Job Description](#).

Please submit electronically a cover letter, quoting the competition number, a resume and reference list to be received no later than the closing date via the link posted on the UPEI Human Resources website (www.upei.ca/hr/). Applications will not be accepted via email.

If you are unable to apply online, you can drop off your resume to the Human Resources Department, Kelley Building, University of Prince Edward Island, 550 University Avenue, Charlottetown, PEI C1A 4P3, Fax Number (902) 894-2895. UPEI is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive learning and working environment where every person feels empowered to contribute.

UPEI is committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous peoples, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity, and others with the skills and knowledge to productively engage with diverse communities. If you require accommodation in any part of the process, please direct your inquiries, in confidence, to our HR Officer, hrofficer@upei.ca. Only those applicants who are invited to an interview will be acknowledged.