

## Vice-President, Administration and Services

Brock University, Niagara Region, Ontario

Brock University is searching for an outstanding administrative leader with strategic vision to support their legacy of community-centred excellence.

### The University

Brock University is a comprehensive teaching and research institution with rich academic programs and world-class scholarship. Located on the traditional lands of the Haudenosaunee and Anishinaabe peoples covered by the Upper Canada Treaties and protected by the Dish with One Spoon Wampum Agreement, in the historic and vibrant Niagara region, Brock offers all the benefits of a young and modern university in a safe, community-minded city with beautiful natural surroundings. With more than 19,000 students in seven diverse Faculties, 600 faculty members, and over 120,000 accomplished alumni—Brock has earned a reputation as one of Canada's top post-secondary institutions.

Brock was recently [named the third best employer in Canada by Forbes](#), as well as [ranked top 10 as one of Canada's Best Employers for Diversity](#), through an independent survey of more than 40,000 Canadian employees working for companies with more than 500 employees. Brock is also home to thirteen 3M Teaching Fellowship Award Winners—Canada's most prestigious recognition of excellence in educational leadership and teaching at the post-secondary level—and twelve Canada Research Chairs.

### The Role

Reporting to the President, the Vice-President, Administration and Services plays an integral role in driving operational excellence, enhancing university-wide services, and ensuring Brock continues to thrive as a leading Canadian institution. As a critical member of the senior leadership team, the Vice-President oversees key administrative areas, including Ancillary Services, Facilities Management, IT, People and Culture, Campus Safety, and Risk Audit, ensuring Brock's operations are efficient, effective, and aligned with its mission and strategic priorities. They are responsible for the development and implementation of innovative policies, regulations and practices with a goal of achieving operational effectiveness and efficiency. They provide strategic operational leadership and direction to the organization, ensuring sustainable financial and strategic capital planning, risk management and reporting. The Vice-President works collaboratively with the President and the Provost & Vice-President Academic in preparing of the university budget.

The successful candidate will be a bold leader who takes an entrepreneurial approach to operations, finding unique solutions and initiatives that maximize existing resources and generate revenue. They prioritize a strategic approach to their portfolio, with a strong emphasis on collegial governance, planning, analysis, accountability, risk management, teamwork and transparency.

Key Responsibilities:

- **Strategic Leadership and Vision:** Provides vision and leadership for the administrative services portfolio, ensuring that all functions contribute to Brock’s long-term mission and goals. As a key member of the senior executive team, the Vice-President fosters a collaborative and inclusive culture that supports innovation and growth across the university.
- **Operational Oversight:** Optimizes the performance of critical university services, such as campus infrastructure, technology systems, emergency preparedness and response, and the management of a diverse and talented workforce. Oversees senior leaders across Ancillary Services, Facilities Management, IT, People and Culture, Campus Safety, and Risk Audit.
- **Continuous Improvement and Innovation:** Acts as a champion of continuous improvement, identifying opportunities for operational efficiencies, driving innovation in service delivery, and leveraging technology to enhance the university’s administrative capabilities.
- **Governance Support:** In partnership with the President, supports Brock’s governance framework by providing accurate data and insights, ensuring transparency and accountability to the Board in all reporting and governance-related matters.
- **Community Engagement:** Acts as a representative of the University to the Niagara region, fostering relationships with key partners at all levels of government, and with community members and partners.

## The Ideal Candidate

The ideal candidate is an experienced, people-centred leader with a proven record of managing large, complex organizations in higher education or a similarly structured sector. You are a skilled communicator and relationship builder, able to engage with diverse internal and external partners, and possess a deep understanding of administrative services within a university setting. With a focus on collaborative leadership, you will bring innovative ideas to enhance Brock’s operations and foster an environment that supports the University’s mission of academic and research excellence. You recognize the importance of prioritizing the student experience in all of your administrative work.

### Qualifications and Experience:

- A graduate degree in a relevant field (MBA or MPA preferred), or equivalent education and experience in a senior administrative leadership role.
- Significant experience leading administrative services in a complex, unionized environment.
- Strong financial and operational acumen, with demonstrated success in managing budgets, facilities, IT systems, campus safety, and human resources functions.
- Proven ability to develop and implement strategic initiatives, particularly in ancillary revenue generation, risk management, and people-focused leadership.
- Experience leading and supporting actions that further reconciliation and decolonization and foster diversity, equity, and inclusion within an organization.

- Exceptional communication and relationship management skills, with a track record of building trust and collaboration across diverse teams.
- Demonstrated success building high performing teams, in consulting with diverse constituents, and managing conflict.
- Experience managing organizational emergency response and preparation.
- Experience in a higher education environment is an asset.

Skills and Attributes:

- The ability to strategically allocate resources and balance priorities.
- Courageous leadership, with the ability to face challenges and to exercise integrity, flexibility, and wisdom.
- The ability to work collegially and effectively within a unionized environment and build trusting relationships both internally and externally.
- Emotional intelligence and empathy, ensuring a supportive and inclusive work environment.
- Trustworthiness, acting with transparency and accountability.
- Adaptability and resilience in navigating change and high-pressure situations.

**The Search Committee will begin reviewing applications on March 12, 2025.**

*Brock University recognizes that it is located on the traditional lands of the Haudenosaunee and Anishinaabe peoples. This territory is covered by the Upper Canada Treaties and protected by the Dish with One Spoon Wampum Agreement. Today, Brock is the gathering place of many First Nations, Métis and Inuit peoples— many of whom continue to live and work on its campus.*

*Brock University is committed to fostering a diverse and inclusive environment and encourages applications from all qualified individuals, including but not limited to women, Indigenous peoples, persons with disabilities, racialized persons, and persons of any gender identity and sexual orientation.*

*Support and accommodations will be provided to applicants with disabilities, upon request. Applicants in need of an accommodation in order to participate as a candidate in the recruitment process can contact [accommodate@kbrs.ca](mailto:accommodate@kbrs.ca) or identify their needs to the recruitment professional named in the job description.*

**Candidates interested in this opportunity should contact Abbey MacLeod at [amacleod@kbrs.ca](mailto:amacleod@kbrs.ca), Kyle Steele at [ksteele@kbrs.ca](mailto:ksteele@kbrs.ca), Dr. Jennie Massey at [jmassey@kbrs.ca](mailto:jmassey@kbrs.ca), or submit a full application package online at: <https://www.kbrs.ca/Career/17279656962139631jot>**