

Senior Strategic Advisor, Office of the President and CEO Governance Advisor, Board of Governors

Presidential Administration

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

A preference hiring practice will be applied. Preference will be given to applicants who self-identify as members of the following equity-deserving group(s): women, Indigenous Peoples, person with disabilities, racialized persons, as well as persons of the 2SLGBTQIA+ community. Please self-identify in your application.

DUTIES

The Senior Strategy and Governance Advisor position is a multifaceted role that involves senior strategic support, analysis and execution of initiatives that align with the college's Strategic plan, as well as overseeing the operations of the Board of Governors. The position will ensure effective governance and compliance with relevant legislation and policies. The Senior Strategy and Governance Advisor will be responsible for managing and advancing key strategic initiatives for the Office of the President while providing expert advice and guidance to senior leaders and ensuring the efficient operation of the Board of Governors.

REQUIRED QUALIFICATIONS

- Post-secondary education in Business, Public or Nonprofit Administration; Strategic Planning; or Strategic Management or a combination of equivalent education and experience
- Significant senior level experience working in a role that directly supports and advises with an Executive team and Board of Governors in an institution, general counsel office or corporation. Other combinations of experience may be considered.
- Advanced knowledge regarding board governance and board management
- Excellent writing and editing skills, with experience drafting strategic documents, summarizing studies and broad findings, reports and briefing materials at a senior level
- Experience in preparing and presenting strategic information to a variety of audiences
- Advanced understanding of policy analysis and development
- Knowledge and understanding of principles and concepts in planning, analysis, market research, policy, change process and risk analysis
- Basic understanding of Law related to: the Board's corporate status; board by-laws; board and college policies; legislative authorities; and procurement / agreements
- Strong organizational skills with the ability to perform and prioritize multiple tasks with excellent attention to detail
- Diplomacy for when providing advice or recommendations
- Human resource skills related to dealing with concerns raised to the Board from employees or members of the public
- Strong communication, critical thinking, analytical and creative problem solving skills
- Excellent interpersonal skills with the ability to develop and foster positive working relationships both internally and externally
- Understanding of organizational management and decision-making processes
- Exemplifies the values and ethics of Red River College Polytechnic
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Working knowledge of Diligent BoardBooks
- Experience in post-secondary education, public sector, or an organization of similar size and complexity

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishininew, Dakota, and Dené, and the National Homeland of the Red River Métis.

COMPETITION NUMBER

2023-077

CLOSING DATE

June 5, 2023

SALARY

\$93,998 - \$122,216 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr