



University  
of Windsor

## ASSOCIATE VICE-PRESIDENT, Operations

*The University of Windsor acknowledges that our campus sits on the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit.*

The University of Windsor is seeking a highly motivated, dynamic, and dedicated individual to provide strategic leadership to its operations teams, advise on best practices, implement and evaluate measures for asset optimization and risk mitigation, and contribute to the future sustainability of the University of Windsor.

### **Position Description**

Reporting to the Vice-President, Finance & Operations, the Associate Vice-President, Operations (AVPO) will provide leadership and management for various operational elements of the institution, including facility operations and maintenance (including Maintenance, Physical Plant, Energy Conservation (Chief Operating Engineer), Custodial, Housekeeping & Grounds), capital projects, environmental sustainability, campus safety, and ancillary operations (including Food Services, Campus Card, Bookstore, Print Shop and Parking Services). A critical strategic position for the University, the AVPO is accountable for the planning, implementation, administration, coordination, and evaluation of the University's operational functions. As the chief physical resources officer, it is responsible for the strategy, operations, capital development and renewal of the University's campuses, centres, and institutes. The AVPO provides authority for the development and implementation of the University's operational (facility operations, capital projects, campus safety, ancillary operations, etc.) policies and procedures and plays an important role in providing integrated planning and management support to the University's strategic direction.

The AVPO is an inclusive and transformational leader who can lead a large and diverse team, while navigating a complex organization. Key to this role is fostering innovation and asset optimization, leading change, and managing risk in alignment with the University's values and priorities. The AVPO will use benchmarking and best practices to improve processes and systems, setting performance metrics, and continually evaluating against them. The AVPO is a respected and effective communicator and advisor, with demonstrated experience working closely with senior leadership, Deans, and the Board of Governors to advance the operational services within the institution.

## **Qualifications**

- Bachelor's degree in Business, Engineering, or a relevant discipline.
- Minimum of 10 years of relevant professional experience, including 5 years of experience in a senior role, with experience working with those charged with governance.
- Minimum of 10 years experience leading people and managing teams with demonstrated ability to lead, motivate and build the skills of a team in a unionized environment.

## **Required Knowledge, Skills, and Abilities**

- Proven experience managing complex, multi-year, multi-million-dollar projects.
- Direct experience preparing reports to government including grant applications.
- Basic financial planning and budgeting experience, with an ability to use basic accounting tools to build comprehensive operational and capital budgets.
- Deep understanding of public sector procurement, contract management and significant negotiation skills.
- Good understanding of risk management principles.
- Proven track record of successfully translating organizational strategy into action along with experience in planning.
- Ability to enhance and/or improve upon efficiency and effectiveness that is coherently cross-functional.
- Demonstrated track record of successfully implementing, evaluating, and managing change in a complex organization.
- Excellent communications skills, both oral and written, including experience in effectively communicating information to individuals at all levels as well as the ability to present to senior management, external stakeholders, and Board committees.
- Demonstrated track record of promoting cross-organizational opportunities and the ability to engage others at various levels of the organization.
- Demonstrated commitment to service delivery with cross-functional intent.
- An understanding of, and the ability to contribute to, the University's strategies and initiatives related to equity, diversity, and inclusion
- Demonstrated commitment for promoting Indigenization, equity, diversity, inclusion, and accessibility in the planning and development of campus facilities.

## Preferred Qualifications

- Related higher training/professional designation such as PEng or PMP.
- Direct experience in a higher education setting.

Since 1963, the University of Windsor has been a forward-looking community that comes together to study, to learn, to teach, and to serve. Our symbol is the bridge; our vista is cross-border; our commitment is local; and our impact is global. We are a dynamic, inclusive community of higher learning with roots going back more than 160 years and with a future full of promise.

We are committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Employment Coordinator ([employment@uwindsor.ca](mailto:employment@uwindsor.ca)). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Equity & Accessibility (OHREA) at [www.uwindsor.ca/ohrea](http://www.uwindsor.ca/ohrea).

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

APPLICANTS INTERESTED IN THE ABOVE ARE REQUESTED TO SEND YOUR COVER LETTER AND RESUME TO:

[employment@uwindsor.ca](mailto:employment@uwindsor.ca)

**ON OR BEFORE:**

**Monday April 4, 2022 at 8:00AM**

*We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered.*