Chief of Staff, Office of the Principal and Vice-Chancellor

Position Summary:

The purpose of this position is to oversee the strategic deployment of resources, in alignment with McGill’s mission, principles and objectives, supporting a full range of administrative and advisory services to the Principal from within the Office and within the executive team and other University senior staff.

Main Duties and Responsibilities:

Reporting to the Principal and Vice-Chancellor, the Chief of Staff supports the Principal's overarching leadership of the University and her representation of and service to the entire McGill community.

The Chief of Staff directs and manages the workflow of the Office and provides operational management and oversight to staff as they carry out their responsibilities in support of the Office and the Principal. This includes, but is not limited to: information flow and communications; scheduling and briefing materials; special projects, events and initiatives; government relations; development and alumni relations activities; and general operations and administration. The Chief of Staff plans and implements change to improve the effectiveness of the Office, anticipating the supports required to allow the Principal to work as effectively and efficiently as possible in advancing the strategic priorities of the University.

The Chief of Staff assumes an important advisory role providing confidential, strategic and tactical advice, counsel and support to the Principal and to senior colleagues. Central to this role is a clear understanding that the Office of the Principal and Vice-Chancellor embodies the mission and principles of McGill University, as well as its greatest aspirations, and is seen to do so in all of its activities and communications.

The Chief of Staff works closely with the Vice- Principals, the Secretary General, the General Counsel and the Deans to foster the effective operations and collaborative effort of the senior team in the administration of the University and, as appropriate, to coordinate official University responses to major issues that arise on our campuses and in the community.

As a member of the senior executive team of the University, the Chief of Staff:

- Fosters the effective operations and coordinated effort of the senior team in the administration of the University and acts as a liaison to senior University colleagues, as appropriate and necessary, when the Principal is traveling or in extended meetings. He/she works with the Principal on the orientation and guiding of new senior colleagues.
- Mobilizes the appropriate expertise and resources in response to key institutional issues and decision-making.
- Ensures that the Principal is appropriately informed of developments on the campuses and elsewhere, which have the potential to affect the University and signals to her those that may require her personal involvement.
- Provides project management on several large initiatives.

As the manager of the Office of the Principal and Vice-Chancellor, the Chief of Staff:

- Assumes a lead role in planning the near and long-term responsibilities and needs of the Office, including human resources management of the Office and the administration of its budget.
Manages and directs the work of the Office to ensure that the flow of events, advice, information, incoming and outgoing correspondence and other work is executed efficiently.

Identifies, prioritizes and delegates communications, tasks and work projects as these arise in the Office.

In the role of advisor to the Principal, the Chief of Staff:

- Provides quality, well-reasoned and informed advice and briefing to the Principal on the full range of issues and opportunities facing the Office and the University, as well as confidential, strategic advice and support.
- Works directly with the Principal to manage and resolve a large variety and volume of sensitive and time critical issues.
- Represents the Principal's point of view as appropriate in internal and external meetings and events.

Key Relationships:

- Works closely with the University’s senior management team.
- Works with colleagues at all levels across the University to support and enhance the highest quality of service.
- Interacts with the Chair of the Board and the Chancellor.
- Is responsible for working with others in the University to identify opportunities and plans for special events, and to respond to special situations in McGill's communities to advance McGill's interests.
- Liaises with University Advancement on all activities involving direct participation of the Principal.

Required Background:

- Ideally, a postgraduate degree in a related discipline.
- 10 years of work experience at a senior management level either in a large academic institution or in a public institution.
- Deep appreciation of the mission and role of universities in society and understanding of the University's governance, organizational structure and administrative policies and procedures.
- Exceptional management skills and high energy level.
- A calm, even and professional demeanor and absolute discretion, integrity and tact, in dealing with a high volume of confidential matters.
- Ability to communicate clearly, appropriately and efficiently
- Ease in relating with the array of university constituents including board members, donors, government officials, community leaders, faculty members, staff, students, parents, and the public.
- Availability after business hours and on weekends and holidays, as needed
- The ability to communicate on the full range of issues in English and in French.
- A familiarity with the social, political and cultural environments of Montreal and Quebec is a decided advantage.
- Knowledge of institutional advancement is an advantage.

The selected candidate will be given a five-year renewable term.
How to Apply:
If you wish to apply for this position, please send your CV, along with a cover letter, by April 13, 2018 at staffing.hr@mcgill.ca.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.