



## Student Association of George Brown College Employment Opportunity

**Position Title:** Interim Operations Manager –  
One Year Maternity Leave Contract  
(possibility of extension)

**Compensation:** Based on \$68,500 per annum  
40 hours per week

**Hours:** 9:00am-5:00pm (Except as directed)

**Reports To:** General Manager

**Start Date:** Feb 1<sup>st</sup>, 2022

**Application Deadline:** Jan 6<sup>th</sup>, 2022

Non-Unionized

**Working Location:** The incumbent will be required to work and travel between campuses, and will be required to work remotely on occasion

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The following must be in place at the time of application (**pre-qualification**)

- Fully vaccinated with two doses
  - Reside in the province of Ontario (must be able to travel to work and travel between campuses)
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### **General Position Overview:**

The Operations Manager is a multi faceted role that assumes responsible for supporting key goals as identified through our strategic plan. The position demands a strong work ethic, with an ability to balance a heavy workload with conflicting priorities and deadlines amidst constant interruptions and time demands. Being collaborative with tremendous flexibility and a capacity for change are essential.

Under the direction of the General Manager, the Operations Manager , fosters and supports the vision, mission, values and strategic direction of Student Association , and contributes to a positive, supportive and student-focused team environment of high performance, respect, trust, collaboration and continuous improvement; embraces diversity and fosters inclusion.

The successful individual is required to build mutually rewarding professional relationships and ensure effective networking and coordination with SA program departments for cross cutting issues and ensure effective coordination and relationship building with George Brown College relevant departments. **GBC policy requires employees to be fully vaccination and individuals must confirm in the cover letter vaccination status.**

**General Responsibilities include, but are not limited to:**

### ***Program Planning, Implementation and Development***

- Supervise the program cycle management starting from planning into implementation, evaluation and execution and establish structures and procedures which facilitate monitoring and evaluation of all program activities, preparation of programs mid-annual and annual reports, documenting program activities learning, impact and key success
- Contribute to the development and implementation of new program initiatives concepts and evaluates their impact, and constantly assess the viability of our current program strategy and identify opportunities for improvement
- Ensure the development of the orientations and frosh week plans for each semester and communicate final plan to General Manager and staff, anticipating impediments to program implementation and developing mitigation plans.



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### ***SA Facilities and SA Building Capital Projects Management***

- Oversee the facilities department and ensure the safety, maintenance, inspection cleanliness, inventory management and general upkeep of SA spaces across all campuses
- Working collaboratively with project manager and building capital team to support defining, developing and presenting detailed building capital projects plans and schedules, support overseeing the building capital projects implementation and the successful delivery.
- Conduct space upgrades, restructure and renovation needs assessment and make recommendations for creating inclusive and accessible spaces for GBC students community.
- Negotiate and approve relevant SA vendor contracts and process payments and service completion reports

### ***Tenants Management***

- Manage and review tenants lease agreements ( update lease agreements tracking, new agreements development timelines, prepare proposed new lease agreements offers, conduct rent analysis, negotiate new agreements rates)
- Manage tenants communications and updates
- Manage tenant's promotion and service marketing in coordination with SAGBC communication team.
- Develop and execute new RFP for tenant space leases, conduct RFP analysis and make recommendations.

### ***Organization Health & Safety Planning***

- Take responsibility of the activation of the internal Joint Health and Safety Committee and ensure that meetings are held with members and follow up on identified health and safety concerns addressed
- Supervise the monthly spaces inspections, document and report on proposed corrective measures  
Review Organization Health and Safety polices and plans and ensure alignment with GBC policies and procedures, update and organize health and safety trainings for staff participating in GBC JHSC meetings.

### ***Financial Management***

- Ensure all program activities are implemented in accordance with approved program budget and prepare budget verses actual end of semester reports and ensures budgeting spending is on track and in compliance with the organization regulations.

### ***Leadership and Management***

- Create a trusting, collaborative, team environment and encourages a climate of idea generation and bold thinking and participate in the recruitment and selection of new staff as required, drafting position descriptions, and coordinate with internal HR in the selection process.
- Provide support to program staff and recommend trainings to ensure staff is of the quality and capacity to ensure the successful implementation of all program activities.
- The work of the Interim Operation Manager will be grounded in advancing the following strategic priorities



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### Qualifications:

- A post-secondary degree, diploma or equivalent is required
- At least 3-5 years' experience in a senior management/administrative position, ideally within a non-profit organization or post-secondary environment
- Project Management Designation preferred
- Progressive supervisory experience required to manage both full time and part time staff, ensure adherence to Policies & Procedures, conduct performance evaluations and establish & implement best practices
- Financial management skills, with expertise in budget development and management
- A professional background in service and program administration, student advocacy and rights
- Excellent interpersonal skills with an ability to navigate complex situations and difficult interactions with grace, patience and professionalism
- Strong communication skills, including presentation and public speaking abilities
- Proficiency in computer use, including MS Applications (Word, Excel, Outlook, and PowerPoint) with knowledge of social media
- Ability to build and maintain solid relationships with strategic partners and allies and stakeholders
- Criminal record check is a must at the candidates expense and copy provided upon start of position, or provide a copy of recent reference check

### Expected behaviours:

- Excellent leader with superior interpersonal skills that motivate others and encourage knowledge sharing
- You build a positive team spirit through empowerment, trust, and respect
- You do the right thing, even when it's the hard thing
- You have an open mind and encourage new ideas from all sources
- You never miss an opportunity to learn something new
- You are a catalyst for change in a proactive way
- You value integrity; you are a consensus builder
- You celebrate victories big and small

### How to Apply:

Interested and qualified applicants can submit their resume and cover letter in confidence to: [humanresources@sagbc.ca](mailto:humanresources@sagbc.ca). Subject line: <your name>: Interim Operations Manager **by Jan 6<sup>th</sup>, at 5pm.**

**Applicants who meet the pre-qualifications and qualifications** for the position can complete a Sparkhire interview. Please see following link <https://hire.li/3ef7142>. Those who complete the Sparkhire videos will be reviewed and those selected from there will be invited to live panel video interview.

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.



## **Student Association of George Brown College Employment Opportunity**

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

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### **Student Association Vision:**

Students are empowered to influence a just world.

### **Mission Statement:**

We are committed to supporting each other and the Students of George Brown College in the struggle for students' rights, the pursuit of quality education, and the provision of services, in a safe, accessible, and equitable environment.

### **Commitment to Equity:**

The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.