



## Student Association of George Brown College Employment Opportunity

**Position Title:** Interim Operations Manager – Six (6) Month Maternity Leave Contract

**Compensation:** Based on \$68,500 per annum prorated to 6 Month at 32 hours per week (with possibility of extension)

**Reports To:** General Manager

**Unionized/ Non-unionized:** Non-Unionized

**Application Deadline:** Until Position Filled

**\*\*George Brown College policy requires individuals to be fully vaccinated in accordance to their COVID-19 Vaccination Policy.. The incumbent must confirm in the cover letter vaccination status or an exemption.\*\***

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### **Position Overview:**

The Interim Operations Manager is a multi faceted role that assumes responsible for supporting key goals as identified through our strategic plan;

- Build connections within an engaged student community
- Invest in people, technology and processes that lead to digital transformation
- Promote organizational learning and development, sustainability, strategic recruitment and high-performance teams

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.

The position requires a progressive-minded approach, with emphases on understanding diversity and issues of oppression, power, student rights and accessible education.

The successful incumbent is required to build mutually rewarding professional relationships and ensure effective networking and coordination with SA program departments.

### **Nature and Scope of the Position:**

- The position reports directly to the General Manager. Independent and self-directed work is required, relying on current policies and procedures, past and current practices and a clear understanding of the mandate of the Student Association
- This position interacts with a wide range of individuals, including internal SAGBC staff and Board representatives, GBC College employees, general student population and staff, external partners and community groups where productive and professional relationships must be maintained in all circumstances
- The Student Association operates on multiple campuses, creating unique challenges in communications and interactions with colleagues and supervised staff. The incumbent will be required to work and travel between campuses, and will be required to work remotely on occasion
- The position carries a heavy workload throughout the year; however, there are specific periods, such as Orientations, campus or school disruptions, where the load increases further. During such periods, there is no downtime and additional working hours are usually required



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

### ***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, participating in GBC JHSC meetings.
- Provide timely update to General Manager and communicate share update and organize health and safety trainings for staff
- Report regularly on project implementation/ progress and continuously provide content and update to the General Manager

### ***SA Space Management/ Oversight***

- Oversee the facilities department and ensure the safety, maintenance, inspection cleanliness, inventory management and general upkeep of SA spaces across all campuses
- Provide recommendation for spaces re-structuring and setup
- Ensure that the use of facility management software (Hippo Management) is fully utilized
- Identify and provide relevant training to staff and ensure all regulatory training and certification occurs
- Manage facility master suppliers and contractors
- Manage facility budget and provide regular budget tracking and reports
- Provide guidance and support to the IT infrastructure including equipment, inventory management and support IT project implementation, identifying gaps and or deficiencies through updates and regular reports
- Ensure the smooth and effective operation of all Student Association building & associated space and services, working collectively with Project Leads

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

- Ensure timely implementation of the programs plans to the highest standards, delivering the highest possible quality. Monitor and follow up implementation progress to ensure the achievement of program deliverables in a quantitative, qualitative, and timely fashion.
- 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.
- Work with SA Managers and GBC relevant program departments for cross-collaboration, actions and or programming activities.
- 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
- Work with the Equity & Advocacy Manager and Coordinators to design program surveys, roll out and review and analyses collected feedback.



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- Ensure the development of the orientations plans for each semester and communicate final plan to General Manager and staff, anticipating impediments to program implementation and developing mitigation plans.
- Work with program coordinators to develop end of semester program reports and annual program reports, documenting program activities learning, impact and key success
- Be fully responsible for all aspects of program management for SA Recreation & Events, SA Connect, Safe walk, Student Media, Marketing and Communication program pillars and lead program staff
- Maintain program documentation and archive (program files, program learning, success, contracts/ payment schedules
- Other duties as required

### ***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
- Negotiate and approve relevant SA vendor contracts and process payments and service completion reports
- Ensure financial oversight for areas of responsibility including submissions of receipts, cheque requisitions and supporting documents

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

- Create a trusting, collaborative, team environment and encourages a climate of idea generation and bold thinking
- Participate in the recruitment and selection of new staff as required, and coordinate with internal HR in the selection process.
- Ensure effective performance management of all program staff through regular performance review meetings and effective follow-up of monitoring, evaluation and implementation plans.
- 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.
  - Create a training and development model for staff and volunteers to ensure current skills and knowledge, related to the provision of orientation and retention services, are addressed
  - Utilize effective leadership and supervisory skills to coach, mentor and develop individuals and teams
  - Research, plan and implement project priorities as identified through the strategic plan

### **Qualifications:**

- A post-secondary degree, diploma or equivalent is required
- At least 3-5 years' experience in a senior administrative position within a non-profit organization, preferably in a post-secondary environment.
- Progressive supervisory experience required to manage both full time and part time staff.
- Experience and knowledge of all phases of program management, including: design, planning, implementation and evaluation
- Financial management skills, with expertise in budget development and management



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- Project management training/certification is considered an asset.
- Strong communication skills, including presentation and public speaking abilities
- Strong proficiency in computer use, including MS Word, Excel, Outlook, and PowerPoint with knowledge of social media
- An experienced leader, who fosters a productive team atmosphere, and a disciplined independent worker who enjoys troubleshooting and problem solving
- 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

### **How to Apply:**

Interested and qualified applicants can submit their resume and cover letter in confidence to: [hire@sagbc.ca](mailto:hire@sagbc.ca) Subject line: <your name>: Interim Operations Manager

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.

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.