



OPPORTUNITY PROFILE

**Assistant Vice-President,
Facilities Services**

About York University

York is a top international teaching and research university and a driving force for positive change.

Located in Toronto, Canada, York is empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term career and personal success. Together, we are making things right for our communities, our planet, and our future.

Mission

The mission of York University is the pursuit, preservation, and dissemination of knowledge. We promise excellence in research and teaching in pure, applied, and professional fields. We test the boundaries and structures of knowledge. We cultivate the critical intellect.

York University is part of Toronto: we are dynamic, metropolitan, and multi-cultural. York University is part of Canada: we encourage bilingual study, we value diversity. York University is open to the world: we explore global concerns. A community of faculty, students, staff, alumni, and volunteers committed to academic freedom, social justice, accessible education, and collegial self-governance. York University makes innovation its tradition.

Tentanda Via: The way must be tried.

Vision

York's vision is to provide a broad sociodemographic of students with access to a high-quality education at a research-intensive University that is committed to enhancing the well-being of the communities we serve.

To learn more about York University, visit www.yorku.ca

The Role: Assistant Vice-President, Facilities Services

Ranked as the third largest university in Canada, York University is home to over 60,000 students, faculty and staff members in eleven Faculties offering undergraduate and graduate programs across a wide range of disciplines encompassing the humanities and social sciences, pure and applied sciences, engineering, environmental studies, business, health, law, education, and the arts, media, performance and design. With three core campuses (Keele, Glendon and Markham) and a series of satellite locations both within Ontario and abroad and with recent government support for a new medical school to be developed with partners in the region, York University is facilitating and creating positive change on a large scale. The University is committed to the highest academic quality, outstanding teaching, learning and student experience, cutting-edge research, and engagement with local, national and international communities.

Facilities Services provides reliable, quality services in support of the core academic and research mission of the University. Working with colleagues across York University's campuses, Facilities Services enhances the quality of campus life for all members and visitors through the alignment of the department's core activities within the University's Academic Plan.

Leading a team of 5 direct reports and a total staff of close to 400, the Assistant Vice-President (AVP) Facilities, is the University's senior facilities officer, responsible for advising the University Executive and Board, through the Vice-President Finance and Administration, on matters concerning physical infrastructure, facilities management, construction, energy management, and campus planning. The AVP is responsible for the overall management of a comprehensive facilities department that is responsible for buildings, grounds, COGEN stations, energy/utilities, and the capital development of York University's campuses spread over 100+ buildings/structures and 10 M square feet of space.

The incumbent provides supervision, strategic leadership, and professional direction in all areas of responsibility to meet present and future requirements consistent with the University's objectives. The AVP is responsible and accountable for the overall management of operational finances, human resources, and capital projects (budgets including grants, planning and execution) within the department.

The leadership and management of Facilities Services requires primarily a mindset and behaviour that exemplifies service. The role requires a strong focus on people leadership, continuous quality improvement, strategic planning, and financial management.

Key Roles & Responsibilities

Strategic Leadership and Planning:

- Provide strong leadership to the Facilities Services Department by maintaining a visible and approachable presence, coaching, mentoring and providing support as required.
- Maintain expert knowledge of facilities management standards, best practices, and the University's objectives, policies and processes.
- Champion and contribute to a culture of safety, equity, inclusivity, professionalism, respect, and diversity within the Department and broadly across the University.
- Champion and work collaboratively to contribute to a culture of sustainability by ensuring that sustainability is a focal point in all Departmental activities in support of the University's strategic goal of reducing its carbon footprint.
- Establish strategic direction, vision, and long-range planning for the University's capital project management, deferred maintenance planning, space planning, and energy management and conservation in consultation with the Vice-President, Finance & Administration in support of University goals and objectives.
- Develop strategies to improve efficiency and effectiveness based on the review of existing business practices, services provided, available opportunities, financial feasibility, benchmarking data, and University policies and procedures.
- Resolve complex and escalated problems, advocating and, at times, mediating solutions with both academic and non-academic administrators across the University.

- Advise University Executives and other colleagues on matters relevant to infrastructure, energy management, and other facilities services.
- Represent the Facilities Services Department at University committee(s) and planning meetings (e.g. Master Planning & Facilities) and Board of Governors and its related committees (Finance and Audit, Land and Property, etc.) to provide strategic input and expertise.
- Represent the University as required/requested at international, national and provincial committees.

Policies, Procedures and Guidelines:

- Establish or recommend for approval policies, procedures and guidelines related to functions within the purview of Facilities Services.
- Develop and implement business processes for Facilities Services' operating units and employ appropriate mechanisms/systems for continuous improvement.
- Ensure appropriate training of all Facilities Services personnel relative to business processes, policies, procedures and guidelines, as well as all legislative requirements related to building/construction, health and safety.
- Participate in University-wide standing and ad hoc committees and working groups to develop policies and practices and ensure coordinated approaches to issues.
- Ensure that all Facilities Services operations function within the parameters of University policy, procedure and guidelines as well as within municipal, provincial and federal code/statutes.

Operations:

- Oversee the day-to-day management of Facilities Services functions.
- Ensure that Facilities Services' operating units have clearly defined mandates and performance objectives and that they operate efficiently and provide optimal levels of service to the York community.
- Establish operating standards and performance objectives for units and provide overall direction to ensure that operational and service delivery issues are resolved promptly.

Financial Responsibilities:

- Responsible for long-term operating and capital budget planning for Facilities Services, providing leadership and oversight of the development of multi-year budget plans for all operating units ensuring they align with the University's budget plans (long-term operating budget and capital plans).
- Monitor and manage operating budgets and ensure that Facilities Services' operating units meet or exceed budget targets.
- Develop, assess, and implement new business opportunities consistent with University objectives.

- Lead initiatives for rebalancing service delivery while pursuing cost rationalization.

External Liaison:

- Work with external service suppliers and leaseholders at a senior level to negotiate, implement and manage contracts for the provision of service to the University, including dispute resolution.
- Liaise with community groups, organizations, and political representatives as well as government offices regarding York initiatives, compliance issues and other areas of mutual interest.
- In consultation with, and as directed by the Communications & Public Affairs Division, address media inquiries regarding specific University issues.
- In consultation with the Office of the Counsel, work with external legal counsel on a variety of issues relating to contracts/agreements, legislative compliance, etc.
- Liaise with counterparts and contacts at other institutions for information exchange, benchmarking, and sharing accepted/best practices, etc.

Human Resources Management & Employee Relations:

- Direct the activities of the Directors and/or Managers of all Facility Services' operating units.
- Responsible for the overall management of permanent and temporary staff.
- Ensure that the organizational design and internal processes of Facilities Services best meet University and Departmental needs.
- Recruit, train, develop, and coach employees and be accountable for formal performance planning and review of management employees within Facilities Services in accordance with established university standards.
- Participate in Employee Relations issues up to and including termination of employment.

Health & Safety:

- Ensures that health and safety workplace procedures are in place and comply with the University, Occupational Health and Safety Act (OHSA) and applicable OHSA regulations, that these are understood by staff and are adhered to. Inspects work areas for actual or potential hazards on a regular basis. Implements corrective action(s) as appropriate and advises other managers and staff about these hazards as applicable.

Other:

- Any other duties as required by the Vice-President, Finance and Administration.

The Person

Qualifications & Education Requirements

The successful candidate will possess a university degree in business or engineering, with additional designations such as PMP, P.Eng, or MBA considered valuable assets. They will bring extensive years of senior managerial experience within a large, complex organization, whether in the public or private sector or a combination of both involving responsibility for comprehensive facilities management or a significant component of organizational management. Familiarity with unionized environments is essential, with preference given to candidates who have managed within multi-union settings. Experience within a post-secondary environment is seen as a strong asset.

Knowledge, Skills & Attributes

Leadership Skills: Ability to manage a diverse and complex department; ability to give and receive constructive feedback; willingness to learn from others, including direct reports and peers; delegates efficiently and holds people accountable; effective motivator of people; ability to think creatively and in a visionary way; plans effectively and follows through on objectives to implementation/completion; has a proven track record in human resources management within a unionized environment; skills in process development, analysis, marketing, contract negotiation/administration and financial management.

Change Leadership: Demonstrated experience in leading transformational change; ability to drive and manage organizational shifts; inspires and motivates others to embrace change; and the ability to develop and execute strategies to achieve transformation.

Communications Skills: Effective written and oral communication skills (i.e., to elicit accurate information and to respond to enquiries), including the writing of business plans, proposals and Board documents.

Interpersonal Skills: Proven success in team building and collaboration; ability to develop and foster an atmosphere of trust, support, and innovation; ability to build and manage strategic and collaborative relationships with colleagues, clients and team members; ability to influence others; exercises tact and diplomacy; deals with people calmly and effectively in sometimes sensitive situations.

Customer Service: Demonstrated commitment to excellence in customer service; searches for new solutions to help satisfy customer needs.

Conflict Resolution Skills: Outstanding conflict resolution skills; facilitates timely and constructive conflict resolution; follows up on unresolved issues effectively.

Team-oriented: Promotes and enables cooperation across the organization; positively affects morale; facilitates/builds understanding, acceptance, and support for organizational operations and initiatives; promotes cohesion and teamwork in seeking solutions and moving forward; collaborative.

Results-oriented: Self-motivated, proactive, and responsive; approaches responsibilities with a high degree of energy and passion; is creative and innovative.

Organizational Skills: Strong organizational and process skills; can prioritize a diverse workload; strong attention to detail; ability to meet short and long-term deadlines; set priorities and work effectively under the pressure of high-volume work and competing demands.

Problem Solving Skills: Ability to evaluate, modify and implement solutions to complex problems and situations.

Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email a cover letter and resume (PDF or Word document only) to **Ardyce Kouri** or **Jessica Park** at edmonton@leadersinternational.com, indicating the job title in the subject line.

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