

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ADMINISTRATION

Level C, Pay Grade 10

LEVEL DEFINITION	This level covers positions responsible for managing a broad range of functions, resources, and systems of considerable scope within an academic or administrative unit.
TYPICAL RESPONSIBILITIES	May include: managing a broad range of functions, resources and systems; developing and managing new human resource initiatives in areas of employee recruitment, staff orientation, and training and development; developing and implementing comprehensive policies, procedures and support systems having significant impact across the unit; acting as advisor to senior administrative and academic levels; identifying, developing and implementing research programs and projects; managing large renovation and facility development projects; and negotiating non-routine contracts with the provincial and federal governments.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the development and implementation of comprehensive policies, procedures and systems having broad impact across the unit; develops and implements programs and projects.
SUPERVISION RECEIVED	Works with considerable latitude. Work is reviewed in terms of achievement of specific goals.
SUPERVISION EXERCISED	Manages staff and may manage staff indirectly through subordinates.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.