

## Professional Job Position Description

### Section I: Position information

Effective date	2025-05-01	<input type="checkbox"/> Update only	<input checked="" type="checkbox"/> Classification review
Position title	APO, Faculty Operations		
Position number	999894		
Classification level	B		
Position affiliation	<input checked="" type="checkbox"/> AUFA <input type="checkbox"/> Excluded		
Location	Virtual - Alberta		
Department	Faculty of Health Disciplines		
Reports to	Faculty Manager, Faculty of Health Disciplines		

#### Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the Faculty Manager of the Faculty of Health Disciplines (FHD), the APO, Faculty Operations is a crucial position providing operational, logistical, and administrative support for FHD. Operating from the Dean's Office, the incumbent serves as the primary resource and support person for both faculty- specific and university-wide initiatives and projects as well as leading governance functions for FHD, ensuring alignment with institutional priorities and regulatory legislative requirements.

The incumbent is the main resource and support person for FHD for university-wide projects as well as FHD-specific projects. This role integrates and coordinates operational processes and functions, including monitoring project timelines and deadlines, preparing reports, managing contracts and financial operations, handling faculty-wide communication, and systems administration.

The APO plays a key role in faculty governance, coordinating regulatory compliance, navigating complex governance structures, and ensuring adherence to AU governance standards and legislative requirements. This includes responsibility for faculty governance processes, councils, and regulatory compliance, preparing briefing notes, reports, and motions while also managing faculty-wide communication, event planning, meeting coordination, and working closely with the Faculty Manager on professional development opportunities within the FHD. This role requires initiative and independent judgment, ensuring smooth governance operations with a high level of autonomy, escalating concerns to the Faculty Manager and the Dean as required.

Collaboration is a key function of this role; the APO works closely with the Faculty Manager, Dean, Associate Deans, Program Directors, and other stakeholders to provide operational oversight of faculty governance and project-specific initiatives. They provide support for academic program reviews, curriculum updates, and potential new program development, ensuring effective integration of governance structures into institutional processes as well as alignment with institutional goals.

Additionally, the incumbent is responsible for providing change management and project management support to the Faculty Manager, Dean, and Program Directors. Staying updated on technological advancements and software platforms is essential, as the APO must adapt and optimize operational processes in an ever-evolving environment.

### Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

#### **Governance and Administration (40%)**

- Coordinates Faculty and Program Advisory Committees, ensuring compliance with AU governance standards and legislative requirements in collaboration with the Faculty Manager, Program Directors and the Dean.
- Coordinates replenishment of FHD council positions in accordance with institutional bylaws and maintains updated council terms of reference and SharePoint repositories to ensure consistent access to historical documentation and governance decisions.
- Maintains faculty governance platforms, such as SharePoint, for each council body and ensures asynchronous items are tracked, historical records are accurate, and members are informed of decisions in a timely and transparent manner.
- In collaboration with the Faculty Manager, prepares and reviews briefing notes, governance motions, and policy reports, ensuring alignment with AU Governance processes, deadlines and priorities.
- Drafts and submits GFC quarterly reports, delegated authority reports, and regulatory compliance documents for faculty leadership.
- Collaborates with the Registrar's Office and governance bodies to update program regulations, fee structures, and academic policies based on Council decisions.
- Facilitates Program Reviews, Annual Program Updates, and Program Learning Outcomes Assessments (POLAs), ensuring adherence to accreditation and institutional standards in collaboration with Program Directors and the Office of Integrated Planning and Assessment.
- Supports implementation of policy changes upon advising faculty leadership on governance best practices and compliance considerations.
- Provides additional general and administrative, financial, and operational support as required (e.g. processing expenses, coordinating scheduling, and handling non-instructional payments).

#### **Project Administration (30%)**

- In collaboration with the Faculty Manager, coordinates the operational requirements of FHD projects and university-wide initiatives as identified by the Faculty Manager, Dean, and the

Faculty Strategic and Administrative Team.

- Serves as the primary liaison and representative for FHD in AU-wide project and planning committees, ensuring faculty interests are integrated into institutional initiatives.
- Prioritizes and manages project timelines, key milestones, and deliverables to ensure seamless execution.
- Administers project-specific contracts, financial operations, reporting, and HR requirements, ensuring compliance with AU policies.
- Provides operational oversight on project execution, collaborating with FHD leadership with status updates and stakeholder needs as appropriate. Ensures AU policies, procedures, and governance processes are followed, interpreted, and implemented consistently within FHD, escalating issues to the Faculty Manager and the Dean as required.

#### **Faculty Communication and Engagement (30%)**

- Facilitates and drafts internal communication and employee engagement within FHD including quarterly messages from the Dean, quarterly Faculty Forums, professional development opportunities and conferences, and communication related to a faculty-wide annual in-person retreat.
- Oversees event planning and all logistical coordination for FHD-wide meetings, governance councils, and other engagement initiatives / special events, both virtual and in-person. Ensures transparent and effective communication of governance decisions, project updates, and faculty-wide initiatives to stakeholders.
- Coordinates faculty-wide meetings, including agenda preparation and distribution

#### Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

#### *Classification factors*

##### Communication

Requires strong written and verbal skills as the incumbent is responsible for developing and maintaining effective working relationships with university units, FHD academic and non-academic

staff, and other Deans' offices in relation to their duties, while consistently demonstrating respect, maintaining confidentiality, and acting with diplomacy and professionalism.

Delivers complex and sensitive information clearly and diplomatically during interactions with executive offices, department heads, directors, and their equivalents in other organizations/institutions related to faculty administration, governance administration, policy, and ongoing projects managed within their portfolio.

In collaboration with the Faculty Manager and the Dean, the incumbent develops and executes internal communications for faculty-wide engagement.

In collaboration with the Faculty Manager, drafts and presents reports, briefing notes, and motions for governance and administrative bodies as required.

Maintains up-to-date knowledge of AU policies and procedural framework, an in depth understanding of FOIP policy, regulatory requirements for FHD programs, and ensures implementation across faculty projects and governance practices.

### Supervision

In collaboration with the Faculty Manager, oversees projects by coordinating staff, faculty, and external stakeholders in relation to project goals and outcomes.

Provides guidance and coordination to project leads to ensure successful project execution and compliance with university policies.

Ensures faculty and project teams adhere to deadlines and governance protocols.

Some direct supervision of casual and contracted support staff related to ongoing projects as needed.

Exercises independent judgment in delegating tasks and ensuring governance-related deliverables are met within institutional deadlines and support project goals.

### Impact of service or product

Directly impacts the successful implementation of faculty administration, projects and governance processes.

Influences the Faculty's reputation through operational effectiveness, successful event coordination and communication, and governance representation.

Contributes to ensuring the faculty meets university-wide deadlines and complies with governance and regulatory requirements, mitigating non-compliance risks.

Responsible for effective administrative processes, timely submission of reports, policy interpretations, governance motions, and related briefing notes, as well as project-related deliverables, with strict adherence to deadlines and schedules.

Delays in managing contracts or faculty governance approvals can impact course delivery and

learner outcomes, highlighting the importance of timely and accurate operational execution.

Prioritizes tasks, provides projected completion dates, and follows up as assigned by the Faculty Manager and the Dean.

### Independence of action

Works independently with minimal supervision and exercises autonomy in decision-making related to prioritizing workflow and tasks.

In collaboration with the Faculty Manager, coordinates faculty-wide administration and governance processes independently while balancing competing priorities.

Acts as delegate for the Faculty Manager or Dean in faculty governance or administrative meetings, maintaining the professional reputation of the Dean's Office and ensuring representation across institutional initiatives.

Under the general guidance of the Faculty Manager and the Dean, exercises autonomy in governance operations, assessing policy implications, drafting compliance reports, ensuring faculty alignment with AU and external regulations.

Requires extensive attention to detail, accuracy, and quality in all tasks and prioritizes work with little to no supervision, adjusting schedules to accommodate changing priorities.

Exercises independent judgment in the assessment of administrative, financial, and human resource support services related to project completion goals as needed and escalates requests to the Faculty Manager or the Dean as necessary.

### Complexity

Coordinates multiple concurrent faculty and program-specific administrative needs and projects with distinct timelines, stakeholders, and governance obligations.

Navigates governance structures, ensuring adherence to regulatory and legislative requirements both internal to AU as well as program and research grant-specific external regulatory bodies.

Balances contributions to faculty-wide and university-wide projects, ensuring proper representation and governance compliance.

Coordinates governance and administrative processes, regulatory compliance, and financial and HR administration related to faculty governance and project-specific goals.

Operates in a fast-paced environment with constant change and frequent interruptions, requiring adaptability and the ability to adjust priorities on demand and effectively oversee multiple tasks simultaneously.

### Planning

Coordinates faculty-wide operational planning for governance cycles and functions, special project timelines and end-to-end execution, as well as ensuring compliance reporting.

Contributes to forward-looking planning to accommodate future faculty projects, program reviews, new program development, as well as governance plans to integrate institutional priorities and accreditation requirements into faculty operations.

Ensures administrative tasks and projects assigned to FHD are completed by the responsible parties and that timelines, milestones, and deliverables are met to ensure successful project and program completion and seamless implementation.

In collaboration with the Faculty Manager and the Dean, responsible for event planning and coordination of logistics of all FHD-wide and program-specific meetings, functions, and special events, both virtually and in person, including all virtual and in-person events related to council bodies and government decisions.

Familiar with all departments and personnel to effectively direct inquiries and follow up on operational requirements.

#### *Signatures for section I*

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

## Section II: Qualifications

### Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

The ideal candidate will hold an undergraduate degree with three years of progressive administrative experience. A graduate degree is considered an asset. Experience with project management and governance coordination within in a post-secondary environment is considered an asset. Equivalent experience and education acceptable to the University may be considered.

They will have demonstrated experience coordinating projects, governance administration functions, and change initiatives in a large, complex, and unionized organization. PMP and/or PROSCI certification is strongly preferred. Preferably, this individual will have experience with governance administrative processes, regulatory compliance initiatives, and post-secondary reporting requirements.

This role requires strong interpersonal, verbal, and written communication skills, with the ability to develop and maintain effective working relationships with internal and external stakeholders, including senior leadership and governance bodies. Strong organizational, time-management, and administrative skills are essential, along with the ability to synthesize complex governance and

policy information for diverse audiences.

The ideal candidate will have effective critical thinking, decision-making, and problem-solving abilities, with a proven capacity to manage competing priorities and maintain accuracy under pressure. They should be adaptable, innovative, and committed to professional growth, with an interest in developing leadership and team coordination experience. Experience working in an online or hybrid professional environment is highly desirable.

*Signatures for sections I and II*

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.