

**PEA Job Description**

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| **1.** **Position Identification** | |
| Position Number | 993604 |
| Position Title: | Manager of Curriculum and Calendar |
| Department: | Office of the Registrar |
| Reports to: | Associate Registrar |
| Number of Direct/Indirect Reports | Direct\_\_2\_\_\_ Indirect\_\_\_\_\_\_\_ |
| Classification Level | *SG 10* |
| Last Updated | *March/2017* |

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| **2. Position Summary** |
| Student Affairs at the University of Victoria helps to transforms students’ lives by supporting and inspiring the highest standards of student learning and success, community engagement and staff development. The Division is comprised of over 30 reporting units in six departments: Athletics and Recreation, Campus Services, Indigenous Affairs, Office of the Registrar, Student Recruitment and Global Engagement, and Student Services. The comprehensive and integrated range of services we provide make Student Affairs one of the most dynamic and diverse divisions on campus. Together, we support UVIC’s vision “to be a university of choice for outstanding students, faculty, and staff from BC, Canada, and around the world.”  As part of the larger Division of Student Affairs, the Office of the Registrar (OREG) places students at the centre of its operations in the provision of core institutional services and systems such as undergraduate and graduate admission, registration, course/exam scheduling, academic records management, curriculum/calendar, scholarships/financial aid and graduation. The OREG collaborates closely with academic and administrative partners as well as external stakeholders.  Reporting to the Associate Registrar, the Manager is responsible for the operational requirements of the Curriculum & Calendar unit within the context of the larger Office of the Registrar (OREG) strategic and operational undertakings and is committed to the provision of an exemplary level of service to our community and in accordance with the values and strategic priorities of the Division of Student Affairs and the University of Victoria.  The Manager of Curriculum and Calendar works closely with the OREG Leadership team to cultivate an environment of respect, accountability, creativity, inclusivity and collaboration across the Office of the Registrar and for building strategic and meaningful relationships with key partners across the organization.  The Manager provides leadership for the Calendar and Curriculum team and is responsible for the oversight and management of the centralized curriculum submission and approvals processes up to and including approval by the Senate Committee on Curriculum, Senate Committee on Planning and/or Board of Governors and Ministry, as required.  The Manager holds responsibility for the university’s academic calendar database, and is accountable for editorial changes (including standardizing language and format), accuracy of published curriculum information as approved by Senate, the timeliness of cyclical academic calendar publication, and the production of related and supporting materials (i.e. guidelines and various other publication materials).  The Manager serves as the Secretary to the Senate Committee on Curriculum and contributes to relevant committees and projects. As an integral part of the OREG Leadership team, the Manager provides expert advice, supervision and informal guidance and direction with respect to OREG operations and responsibilities across the department, division and campus. |

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| **3. Key Responsibilities and Expectations** | |
| Key Responsibilities. %of time | Expectations: |
| Curriculum Submission and Approval Process  35% | Provides advice and guidance on the process and related university policies, regulations and guidelines.  Provides case-specific advice to units and faculties, creating coordinated schedules and in the preparation of submissions, helping them effectively navigate the available cycles and how changes may affect other frameworks (e.g. other submissions, timetabling, degree audit reports, and student timing and service).  Reviews all curriculum submissions for editorial consistency and clarity while applying the policy and procedures (AC1120 and Guidelines) to ensure a high quality submission is available for the Senate Committee on Curriculum review and approval.  Manages the process flow (Academic units to Faculty Curriculum Committees, Faculty, and Senate Committee on Curriculum and Senate).  Collaborates with other OREG units when reviewing curriculum submissions to ensure calendar changes can be supported and enforced.  Manages the editorial review of proposed Faculty curriculum and calendar changes to ensure adherence to curriculum and calendar policies and procedures.  Conducts continuous review of the submission process with the Associate Registrar, Chair of the Senate Committee on Curriculum and the Faculty Curriculum Committee Chairs to identify, implement and communicate the necessary changes to enhance efficiency and improve accuracy.  Prepares written recommendations for a variety of campus stakeholders including the University Secretary and Senate.  Participates and/or leads relevant committees and projects. |
| New program processes  15% | Manages and tracks the approval of new program information approved by Senate through the Senate Committee on Planning, the Ministry of Advanced Education and the Senate Curriculum Committee to ensure an accurate calendar is published.  Collaborates with the University Secretaries Office (USEC), Faculties and academic units, Senate Committee on Academic Standards and the Senate Committee on Curriculum in tracking the approval and publishing new or revised policies and calendar regulations.  Communicates all curriculum changes that may affect or require adjustments to operations or processing in a timely way each cycle throughout the year.  Supports the institutional initiative to implement a Curriculum Management & Calendar production solution. Provide functional leadership for required system enhancements.  Manages the maintenance and update of online information (e.g. guides, calendar websites) in accordance with established policies and procedures.  Manages the master file database, including new information, tracking changes and versions as well as archiving in accordance with Records Management policies. |
| Data and Information management  30% | Manages and approves changes made by the Calendar Editor to the official online academic calendar.  Plans and coordinates functional and systematic test plans associated with ongoing maintenance, upgrades, enhancements and bug fixes.  Manages Web forums (i.e. SharePoint, Connect).  Manages the implementation of standardizedlanguage, organization and administrative styles within the calendar.  Develops and maintains editorial consistency across relevant processes, resources, guides and documents. |
| Leadership and strategic management of human resources and operational requirements  20% | Represents the unit at OREG Leadership meetings, Student Affairs Council and other related events and activities to achieve aligned institutional and operational goals.  Develops and provides regular and accessible training for faculty and administrative staff, resources and/or tools and ensures a positive, collaborative and supportive work environment.  Supervises PEA and CUPE staff, including the setting of work priorities, standards and goals while promoting development and training of employees in the creation of effective work teams.  Lead, motivate, supervise, train and support staff in an area that requires high levels of customer service, complexity and detail.  Provides leadership and guidance through continued change, adjusting regularly in response to consultation with the leadership of the university in addition to feedback from staff and students.  Manage human resources for the unit in order to ensure adequate operational coverage during heavy workload periods as well as approve annual vacation schedules. |

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| **4. Classification Factors:** |
| **Problem-Solving:**   * Requires in-depth analysis of complex and variable problems as well as critical thinking and judgement to identify solutions that are often difficult to find. Solutions require the ability to navigate large volumes of detailed and versioned information, evaluation and adaptation of procedures, policies and precedents. Investigation and innovative thinking are required to develop new methods, efficient and effective processes and procedures. * Problems and solutions take into account the wide variety of stakeholders and complex frameworks (including strict policies and other requirements) to ensure competing factors are considered, managed and communicated effectively. |
| **Responsibility for Financial & Material resources:**   * Administers and maintains the curriculum and calendar operating budget of $200,000. Holds signing authority of $10,000. * May recommend CUPE and PEA appointments, both temporary and regular. * Shared responsibility (with Associate Registrar) for the master calendar database and calendar publications |
| **Responsibility for Human Resources:**   * Receives supervision from the Associate Registrar. * Provides formal, direct supervision to 1 PEA employees, 1 CUPE employee, and on occasion, to work study/coop students. Provides informal direction and coordination to other staff on related projects. * Provides ongoing procedural advice to faculty and staff on curriculum, calendaring and other areas of responsibility. * May act as a back-up Manager for other OREG units as required. |
| **Impact of Decisions and Actions:**   * Manage workload, projects, to ensure efficient and effective operations and successful achievement of service expectations. * Careful and detailed attention is required to organize, manage and maintain large volumes of detailed information through various approval requirements in accordance with restricted dates and timelines as well as regulatory and policy requirements to produce an accurate academic calendar. * Advises on related University policies and their interpretations, provides accurate information, advice and training. * Change management activities in support of changing technology and the post-secondary environment. |
| **Independence**:   * Makes decisions (including developing new) workflows, process and/or procedures. * Gathers reviews and analyzes information to form recommendations for changes to related technology, content standards, process and procedures. * Develops and contributes to proposals to define objectives and goals for the development of future curriculum and calendar initiatives. * Provides recommendations to the Senate Committee on Curriculum members, Deans, Associate Deans, Registrar, Associate Registrar’s and Program Directors. * May participate in policy research or development through the Ad Hoc Senate Committee and/or with senior management within USEC, Faculty Relations, VPAC, Archivist, Systems. |

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| **5. Summary of qualifications:** |
| Requires a Bachelor’s Degree and 5 years’ experience in a postsecondary setting. Experience must include:   * Managing a team in the delivery of services * Managing complex projects within formal project frameworks, * Effectively leveraging a range of relevant technologies including: Student Information System (e.g. Banner), complex databases, spreadsheets, relevant web-based applications, publication software (e.g. FrameMaker), web content management system (e.g. Cascade).   In addition, this position requires:   * In-depth knowledge of post-secondary organization, structure and academic policies, regulations and processes. * Strong organizational skills and ability to create clear and transparent process and procedures in a complex environment * Ability to work well independently and collaboratively. * Ability to effectively navigate a highly complex and political environment. * Superior communication skills and the ability to translate complex information or frameworks in a way that is understandable to a variety of audiences as well as the ability to lead and address meetings, influence decision making in an open and positive manner, prepare reports, develop, and motivate a team. * An open and collegial style, a positive outlook, personal insight and organizational astuteness along with the proven ability to assess and re-deploy resources strategically in accordance with operational changes.   Preference may be given to work experience in post-secondary registration, curriculum and/or calendar production; and/or training or education in formal project management. |

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| **Employee’s Signature:** | **Date:** |
| **Manager’s/Supervisor’s Signature** | **Date:** |