Opportunity Profile
Assistant Vice President, Budgets and Asset Management
About York University

Located in Toronto, York University is the third largest university in Canada, with a strong community of 53,000 students, 7,000 faculty and administrative staff, and more than 300,000 alumni.

York University is a leading international teaching and research university and a driving force for positive change. It was founded in 1959 on principles of social justice. Since that time, York University has grown to become Canada’s third-largest research and teaching institution, a progressive and community-engaged university committed to providing a broad demographic of students access to a high-quality, research-intensive environment. York University continues to innovate across its multiple campuses located in the heart of Toronto, including the Keele and bilingual Glendon campus, the Markham campus scheduled to open in 2024, and a series of satellite locations both within Ontario and abroad, focused on facilitating and creating positive change on a large scale.

The Opportunity

York University is searching for an Assistant Vice President, Budgets & Asset Management

The Division of Finance and Administration (DFA) is committed to providing professional, value-added services that enable and support York University’s mission and vision. We strive to be recognized for service excellence through working collaboratively with both internal and external partners and creating a positive pan-university experience in the pursuit of the University’s goals and objectives. We recognize that people are the greatest enablers in delivering impactful services, and to maximize impact on the University, effective communications are the cornerstone to DFA’s success.

Reporting to the Vice President, Finance and Administration, the Assistant Vice President, Budgets & Asset Management is a key member of the University’s senior leadership team, supporting the Vice President, Finance and Administration and the Provost and Vice-President Academic. The AVP Budgets & Asset Management is responsible for the overall planning of the University’s $1.3 billion operating, ancillary and capital budgets. This culminates in the preparation of multi-year budget plans, which are presented to the Finance and Audit Committee and the Board of Governors. The leadership and management of the Budgets & Asset Management department requires a commitment to service excellence. Additionally, the role requires a strong focus on continuous quality improvement, strategic planning, and financial management.

The AVP, Budgets & Asset Management is responsible for maintaining the University’s Asset Management system to support the University’s strategic priorities. The role is accountable to provide proactive, timely and accurate data, models, and reports on a wide range of budget, financial and resource allocation issues. The AVP Budgets & Asset Management leads a team to provide timely and appropriate analytical support to the Vice President, Finance and Administration, the Provost's Office, as well as the various Faculties and Departments of the
University. The role develops the institution’s overall budget strategy in sustaining the University’s financial health.

The AVP, Budgets & Asset Management will support the vision, mission, values and strategic direction of the University and contributes to a positive, supportive, and client-focused team environment of high performance, respect, trust, collaboration, and continuous improvement, and embraces sustainability, decolonization, equity, diversity, and inclusion.

**Key Responsibilities**

**Senior Administration Guidance**

- Provides senior-level advice on matters within the portfolio to the Vice-President Finance and Administration and the Vice-President Academic and Provost. Provides senior-level guidance, advice, and direction on matters within the portfolio to Faculties and Departments (Academic and Administrative).
- Prepares Board Committee material and attends meetings of the Finance and Audit Committee of the Board of Governors as required. Prepares Committee materials, including agenda, to the University Fund Council (UFC) and University Budget Council (UBC).

**Budget Development and Resource Allocations**

- Maintains the York University budget model (SHARP) and, with a thorough understanding of the Province of Ontario’s funding formula and tuition fee framework, the University’s academic and non-academic collective agreements, employee benefit costs, enrolments, pension plan, Strategic Mandate Agreements, and other internal and external factors which may affect the University’s finances.
- Provides strategic advice on continuous enhancements to the budget model to support University priorities and financial sustainability. Leads the implementation of these enhancements.
- Works closely with senior leadership, Faculty Executive Officers, Financial Officers, and administrative department heads to ensure budget model assumptions and decisions are communicated and implemented effectively.

**Income Projections**

- Based on institutional enrolment forecasts developed within the Office of Institutional Planning and Analysis and an understanding of the impact of government policies, prepares estimates of the institutional revenues from government grants and tuition.
- Designs, develops and maintains analytical models for revenue estimation.
- Works collaboratively with the Office of Institutional Planning and Analysis to understand and optimally utilize enrolment projection models and environmental scanning information on government policy.
- Supports the process of tuition fee modelling and reporting.
Resource Planning

- Provides senior administrators with appropriate analysis for decision-making on resource allocation, budget, and financial planning.
- Leads the annual budget consultation process with Faculties, administrative departments, and community members to identify emerging priorities for the development of multi-year budgets.
- Works with the Faculties and administrative departments to assist in establishing a process that links the budget to the operational plans, with appropriate reporting, monitoring and analysis.
- Works with the Faculties and administrative departments to identify funding options for new and emerging initiatives.
- Develops, in collaboration with other teams and the senior leadership or designates, tools, reports and systems to inform institutional decision-making, planning, and resource allocation.
- Conducts analysis and comparisons of other universities' budget/resource planning processes, tools, data, etc. and evaluates for best practices and potential implementation at York.
- Gathers, analyzes, interprets, and disseminates highly complex information required for planning and decision-making at all levels of the University. This includes producing comprehensive Budget Envelopes for Faculties, undertaking research and data analysis with respect to high-level institutional financial modelling, requiring detailed knowledge of the impact of enrolment-driven and other revenues, operating budget allocations, and other resource planning requirements.
- Compiles the Multi-Year Budget Plan to be submitted to the Board of Governors/Finance and Audit Committee for approval, with sign-off of the President, Vice President, Finance and Administration and Vice-President Academic and Provost.

Asset Management

- Maintains the Asset Management system as a strategic planning and reporting tool of the University, including the development of replacement and related systems.
- Leads scenario planning for the development of new or existing University assets to support senior leadership decisions.
- Provides advice to senior leadership across the University on the use of unallocated working capital and the availability of reserves to support internal investment needs.

Other Duties

- Technology and systems development.
- Strategic leadership, relationships and collaboration.
- Provides support to Human Resources and Labour Relations with costing for collective bargaining processes. Provides related advice for Collective Bargaining and Labour Relations teams.
- Responsible for monitoring and reporting on the Capital Fund, including Capital commitments, funding, and debt financing.
The Individual

The ideal candidate will possess a commitment to innovation and leading through change. They will be a confident leader who demonstrates a commitment to the values of York University and operates with an innate sense of honesty, justice, integrity, kindness and fairness. In addition, the ideal candidate will have proven accomplishments in the following areas:

- They will have solid, relevant academic preparation, including a relevant undergraduate degree. A Chartered Professional Accounting designation (CPA) is strongly preferred. Graduate credentials are seen as a strong asset.
- They will have broad and diverse experience in senior leadership of large and complex organizations within the public and/or private sectors. Solid exposure to the post-secondary sector within an academic institution is considered a strong asset. Significant experience with budget and strategic planning is required.
- The candidate will have demonstrated the ability to lead and manage the budget and financial health of a large public sector organization.
- They will deliver on plans and drive key business processes to optimize business performance.
- They will demonstrate sound judgment and business and financial acumen at all levels of decision-making and can coach and inspire others throughout the organization to do the same.
- They will be a connector and collaborator building strong relationships both internal and external to the institution.
- They will be adept at communicating complex information and will demonstrate a commitment to encouraging the dissemination of information across various levels/teams.
- They take pride in developing people and culture and in building capacity for the future success of York University. They thrive in a team environment working towards achieving the University’s highest potential.
- They will display commitment and sensitivity to principles of sustainability and decolonization, equity, diversity, and inclusion.

Skills and Attributes

**Strategic Agility** – A visionary leader who can effectively communicate their ideas, gather support, and guide others towards achieving their goals. Has a broad understanding of trends in the post-secondary sector while also being able to address the specific challenges faced by the University. Possesses strong skills in facilitation and strategic planning.

**Leadership Skills**— A mentor and positive role model who can communicate potential opportunities to departments while empowering staff and incorporating the views of others. Uses a practical and common-sense approach.
Decision Quality – Possesses the ability to evaluate situations objectively, provide appropriate consultation, and make timely and sound decisions. Adept at problem-solving and understands and values processes. Collaborates with the relevant staff when making decisions, strives to achieve consensus, and is capable of making difficult decisions while effectively articulating the rationale behind them.

Dealing with Ambiguity – Comfortable leading and working in a changing environment. Is self-reliant. Understands the need to seek out different possibilities and change direction quickly - develops new ideas and can effectively move them forward. Can hold a well-considered position under criticism but is also prepared to change a decision if new information emerges and change is warranted.

Planning – Accurately scopes out the length and difficulty of tasks and projects. Able to set ambitious objectives and goals while implementing a work plan that is achievable and anticipates and adjusts for any challenges that may arise.

Communication and Relationship Building - Communicates information in a clear and concise manner to diverse partners and builds strong collaborative relationships.

Change Management—Energetic and able to lead in a changing environment; experienced in evaluating organizational structure and effectively implementing required changes to elevate the skill level and improve the efficiency of an organization. Alters course when necessary while maintaining a clear and consistent vision; enjoys and embraces new challenges.

Collaboration–Promotes and enables cooperation across the organization; anticipates, understands and responds to the needs of the various internal and external partners to meet or exceed their expectations within the organizational parameters.

Financial Management—Has a proven ability to manage in all fiscal environments, leads with a strong sense of service and is efficient in budgeting, financing and information reporting.

Interpersonal Savvy—Has the ability to communicate comfortably and openly with individuals from diverse backgrounds. Treats staff, faculty, colleagues, students, and others with respect; resolves conflicts respectfully and in a timely manner; negotiates effectively and provides effective feedback to colleagues/employees.

Pragmatic Decision Maker—Believes in involving people in processes to establish priorities and shows sensitivity to changing approaches. Shows strong common sense and intuitive judgment abilities.

Building Effective Teams – Has proven ability to build strong, cohesive and high-performing teams. Acts as a mentor and coach to support staff career growth and development.

Action Oriented - A high-energy individual. Seizes opportunities effectively to move the organization forward. Acts decisively, evoking confidence in those around them.
Ethical Standards & Integrity - Holds themselves and others accountable for actions taken. Is direct, honest, and forthcoming about opportunities and challenges facing the institution. Is professional and appropriate with communication. Delivers on promises made and continually leads by example.

Equal Opportunity

The University welcomes applications from all qualified individuals, including individuals within the University's employment equity categories of women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code. York University is committed to employment equity and diversity and a positive and supportive environment.

Applicants wishing to self-identify as part of York University’s Affirmative Action Program can do so by downloading, completing and submitting the form found at acadjobs.info.yorku.ca. All qualified candidates are encouraged to apply; however, Canadian citizens, Permanent Residents and Indigenous peoples in Canada will be given priority. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided by both Leaders International and York University throughout the recruitment process to applicants with disabilities.

To Apply

To apply for this significant leadership opportunity, please submit a comprehensive resume along with a cover letter in confidence to:

Ardyce Kouri or Wendy Romanko
Leaders International
Suite 501 Fox One 10226 – 104 Street
Edmonton, AB T5J 1B8

Phone: 780-420-9900       Email: Edmonton@Leadersinternational.com