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AVP, CREATIVE ACTIVITY, RESEARCH AND SCHOLARSHIP & GRADUATE STUDIES

JOB DESCRIPTION

NATURE AND SCOPE OF WORK

Capilano University is a teaching-focused university offering a wide range of programs and services that enable students to succeed in their current studies, in their ongoing education, in their chosen careers, in their lifelong pursuit of knowledge and in their contribution as responsible citizens in a rapidly changing and diverse global community.

Capilano University has earned an international reputation for quality teaching, programs and services. We strive to instill the knowledge, skills, motivation and attitudes that will enable our students to become independent thinkers and learners, and to contribute effectively in a rapidly changing world.

The university is well known for providing a solid academic foundation and is committed to developing new and innovative programs in response to market demand. We offer a complete range of preparatory courses, arts and sciences courses, business and management studies, creative and applied arts programs, health and human services programs, plus a range of services in support of student learning and success. Credentials awarded include bachelor degrees, associate degrees, post-baccalaureate diplomas, advanced diplomas, certificates and statements of completion.

The AVP reports to the Vice President, Academic & Provost and through consultative and collaborative approaches develops and acts on a university-wide community-engaged plan of creative activity, research, and scholarship (CARS). This position also has responsibility for the strategic and operational element of graduate programming and research, in collaboration with Faculties. Key responsibilities are for the plan, strategy, services and supports across the multiple campuses and learning locations of Capilano University. Building on and extending university strengths, the AVP maintains and develops appropriate policies, procedures and practices; establishes, operates, and evolves an Office as an enabler, accelerator, support and service unit for students, faculty and other employees; and provides strategic, and day to day operational direction to maximize experiences, influences, and impacts of faculty, staff and students through their CARS activities.

The AVP collaborates with Directors, Deans, and a range of faculty and staff to enhance capacity, further the amount of activity (from idea generation through to innovative applications,

knowledge mobilization, and impacts), and extend options and opportunities for students and faculty. Collaborating with others also includes cultivating, maintaining, and extending relationships with various community partners (locally, regionally, nationally and internationally) to support engaged scholarship, creative activity, and research and includes leadership with federal and provincial research councils, and funding agencies and organizations. The incumbent provides both direct and overall leadership to ensure that support of creative activity, research and scholarship and graduate studies is enhanced through appropriate internal infrastructure, highly productive working relationships across the university, and fostering a culture of recognition and celebration/elevation in keeping with the university purpose, vision, and values.

The AVP is a member of senior leadership committees and other committees, working groups, and councils (internal and external) as necessary to support the position's mandate providing both leadership and acting as a valued resource person. Within the context of the Office, the incumbent oversees appropriate education and professional development activities, digital communications, and funding oversight and accountabilities. The AVP has an active and proactive communication approach using multiple modes to share, profile, and foster engagement in, activities within and external to the University.

ILLUSTRATIVE EXAMPLES OF DUTIES

The AVP has administrative responsibility for the following University activities:

- Develops, implements and manages the Creative Activity, Research and Scholarship (CARS) Office that offers a diverse range of services in support of students and faculty (and by extension community and industry)
- Deepens and maintains strong and positive relationships with the five local Nations (Lil'wat, Musqueam, Sechelt (shíshálh), Squamish and Tsleil-Waututh in the university region and other Indigenous communities, to further Indigenous-led scholarship and research
- Undertakes planning and actions to further CARS and graduate studies in partnership with Faculties aligned with university plans and aspirations (e.g., university plan, academic plan)
- Oversees graduate studies operations and infrastructure in support of high quality academic programs in collaboration with Faculties and Academic Initiatives and Planning
- Advances services for CARS at the University, coordinating and collaboration with university units and departments (e.g., Centre for Teaching Excellence, Finance)
- Provides strategic leadership to enhance CARS that is community-connected, and contributes through impact
- Develops, implements, and maintains sustainable programs, activities and strategies for CARS that enhances capacity and impact by working in collaboration with funding organizations, faculty, communities, industrial sectors and students
- Oversees external and internal grants and awards and necessary infrastructure, accountabilities, and reporting

- Represents the university on national, provincial and local professional associations and groups/initiatives and at the request of the Vice President Academic & Provost
- Develops and provides senior leadership with the university's CARS plan and related relationships, actions, reporting and activities
- Provides administrative support (at arm's length) to the Research Ethics Board, and other compliance and regulatory-related activity
- Accountability and responsibility for all CARS related budget development and management
- Plans and manages human resources in the context of existing resources.
- Utilizes a service and strength-based orientation to strengthen activity of CARS including success with external funding
- Furthers equity and inclusion approaches in all CARS activity aligned with university plans and national directions and/or requirements
- Provides support for external research/creative or scholarly activity awards
- Participates in senior leadership responsibilities with academic and non-academic activities of the university to foster enhanced valuing of and actions related to CARS and graduate studies
- Participates in and/or leads university committees and convenes internal and external working groups aligned with areas of responsibility and accountability
- Provides leadership with and specific advice on CARS including research policies, procedures, and compliance
- Takes a lead role in CARS partnerships and relationships that are university-level and is a strategic partner for localized CARS partnerships that may be specific to a Faculty
- Leads and supports activities, initiatives, scholarly work and/or research in support of Truth and Reconciliation recommendations, decolonized practices, OCAP and the Declaration Act (BC)
- Promotes CARS at the University and with community collaborators to enhance the experience of students and faculty and further quality and impacts through CARS

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

The following skills will be crucial to the success of the Director:

- Excellent and demonstrated knowledge of and respect for diverse forms of research, creative activity and scholarship
- Strong communication, networking and interpersonal skills including diplomacy and tact with students, faculty, administrative units, and a range of individuals/organizations/agencies external to the University
- Ability to lead teams and manage professional and support staff
- Ability to develop and manage successful financial plans and budget justifications within a university setting
- Strong financial acumen, fiscal planning and risk mitigation, including the oversight of complex multi-year external grants
- Strong experience in successful proposal and grant writing on a national scale
- Ability to influence organizational culture
- Ability to contribute effectively to the development of plans and institutional policies and practices in support of creative activity, research, and scholarship

- Leadership experience in a unionized environment

REQUIRED MANAGEMENT COMPETENCIES

- Job Knowledge

Possesses functional and technical knowledge as well as demonstrates understanding of job assignment. Performs key responsibilities and understands how to effectively utilize key resources and technology for all aspects of the job.

1. Service Focus

Values the importance of delivering high quality, innovative service to internal and external customers (colleagues, students, families, visitors, companies, professional associations etc.). Understands the needs of the-customer and follows up to ensure satisfaction. Able to prioritize and set work activities accordingly. Uses relevant skills to achieve goals and finds innovative solutions to achieve the “extra mile”.

2. Result Oriented

Takes responsibility for own work. Feels personally committed and accountable to deliver results quickly, accurately and effectively. Uses thoughtful judgment when responding to situations that are not going well and uses foresight to overcome and mitigate obstacles.

3. Initiating Action/Taking Initiative

Readily takes action consistent with departmental or University objectives. Volunteers readily and takes independent actions when appropriate. Leads by example and is a good role model for others to follow. Suggests methods and procedures to improve departmental operations.

4. Leadership and Supervisory Abilities

Attracts and selects the best talent. Coaches and inspires people. Sets expectations, recognizes achievements and proactively manages conflict. Delegates and consistently guides the team towards the outlined goals. Clearly defines responsibilities and authority limits of subordinates. Recognizes individual capabilities and assigns work accordingly.

5. Problem Solving and Decision Making

Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions and responds quickly to new challenges. Makes clear, consistent and transparent decisions. Acts with integrity in all decision making, distinguishing relevant from irrelevant information. Assures adequate control and accounting of all funds including maintaining sound financial practices. Demonstrates a cross-university view.

6. Strategic Planning and Organizing

Aligns departmental priorities with the University’s purpose. Measures outcomes and uses feedback to change as needed. Proposes solutions and alternatives on allocation of resources to achieve the University’s outlined strategy. Approaches decision making (including, where applicable, program

development, modification and or cancellation) with a focus on the potential impact on student enrollment, engagement and success.

7. Employee Development

Encourages and supports employee participation in personal and professional development. Able to coach, evaluate, develop and inspire direct reports. Provides constructive and objective performance feedback on a regular basis. Acknowledges and encourages good performance and proactively identifies and discusses performance problems in a timely manner. Ensures risks are minimized through proactive succession planning.

REQUIRED TRAINING AND EXPERIENCE

- Terminal degree (doctorate)
- Experience as a senior academic leader including 8+ years of progressive leadership experience in creative activity, research and scholarship
- Direct experience in research (applied research preferred) including having held funding from a national granting council
- A proven commitment to equity, diversity, inclusion, Truth and Reconciliation, and the United Nations Declaration on the Rights of Indigenous Peoples
- A demonstrated service orientation
- Strong competencies in collaboration, mentoring, and coaching
- 8+ years in the post-secondary environment with a solid understanding of the role that creative activity, research, and scholarship plays in the experiences and contributions of students, faculty, and staff within a primarily undergraduate university
- A deep knowledge of provincial and national funding opportunities, solid understanding of current trends and issues in the evolving landscape of research management and administration
- Demonstrated valuing of the unique aspects of creative and scholarly activity and research across disciplines, fields and sectors
- Proven ability to lead creative and influential teams aligned with a plan, and realize results
- Excellent interpersonal, communication, and creative skills, and the ability to collaborate and build consensus among multiple partners, communities, and the senior leadership.