

Classification	Executive
Original Date:	May 2020
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Pay Group:	19

JOB DESCRIPTION – VICE PRESIDENT, FINANCE & ADMINISTRATION

GENERAL

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

Capilano University is well known for providing a strong academic foundation as well as being committed to developing new and innovative programs in response to market demand. Capilano offers 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 citations.

The University is named after Chief Joe Capilano, an important leader of the Squamish (Sḵwx̱wú7mesh) Nation of the Coast Salish people. The campuses are located on the traditional and ancestral territory of the Squamish, Tsleil-Waututh, Musqueam, Lílwat and Sechelt (shíshálh) Nations. The main campus in North Vancouver is only 20 minutes from downtown Vancouver. It is nestled in the forest on the slopes of the North Shore mountains, and the beauty of the campus and the high quality of education attract students from around the world. Capilano University has a regional campus in Sechelt that serves the Sunshine Coast. In partnership with the Lílwat Nation, Capilano delivers programming to Lílwat members and other indigenous peoples through the T̓szil Learning Centre in Mount Currie. The university has also just opened CapU Lonsdale, offering primarily continuing studies programs in this urban destination. Capilano University enrolls approximately 11,600 students each year, 8,300 in for-credit programs and 3,300 in non-credit courses.

At Capilano University, students have a sense of belonging, feel connected to the university, and value the relationships with faculty and staff; they find the individual attention that can make a difference to their achievements. The learning environment is one where students come first — not only at Capilano University, but in all of their pursuits.

Capilano's vision is inspired by imagination and our values drive everything that we do:

- Innovation as a result of curiosity and imagination;
- Commitment to Truth and Reconciliation, indigenization and decolonizing approaches;
- Collaboration, authenticity and belonging;
- Health and well-being as a cornerstone of our culture;



- Transparency and honesty in everything we do; and
- Sustainable actions to enable a better place for our future descendants.

[Capilano University Showcase video](#)

The Vice President, Finance and Administration (VPFA) will be joining Capilano University at an exciting time of growth and development, and will play an integral role in guiding the institution to reach its [2030 vision](#). Reporting to the President and part of a high functioning and collaborative leadership council, the VPFA is also the corporate secretary to the Board of Governors and advisor to the Board on financial matters, capital projects, and information technology. As chief financial officer, the Vice President ensures the current and long-term effectiveness and sustainability of all financial functions of the university and its Foundation, providing pathways to realize the priorities of the institution. They will also oversee the implementation of the Campus Master Plan, an extensive plan which will have positive impacts on all of Capilano's campuses. In addition, the VPFA oversees an integrated portfolio including information technology, risk and contract services providing a wide array of enabling services to Capilano.

The VPFA is a collaborative and innovative leader and change-maker who looks beyond the numbers and sees opportunities to support teaching and learning. The VPFA will effectively align with the mission, vision and values of this university, and will thrive in a values-driven organization, working in partnership with a variety of constituent groups. They will bring many years of senior financial leadership and a proven track record of effectively working with diverse groups toward a shared vision. Coming into the VPFA position, the selected individual will have demonstrated an ability to produce practical financial information which allows senior leaders to make informed decisions, and they are practiced at enabling new ideas through the effective allocation of resources. In addition, they will ideally bring experience in large capital planning and project implementation, and sound knowledge of how to create integrated people and systems plans into the overall operations of a large and complex institution. Experience in the public and private sectors will be a real asset.

Specific Responsibilities

- As a member of the Executive Leadership Team, provides leadership, vision and strategic direction to a broad range of initiatives and issues across the university. Supports the actualization of the long-term vision and strategic plans consistent with the values of Capilano University and implements, monitors, and evaluates the organization's processes and systems required to action the strategic and academic plans.
- Provides strong and effective financial and administrative leadership and sound advice. Identifies critical issues to be addressed to achieve short-, medium-, and long-term objectives, strategies, plans and programs that optimize student success.



- Works with the Board of Governors, the university's Finance and Audit Committee and the President regarding financial planning and oversight of Capilano University. Accountable for the overall university-wide financial performance, capital planning and relevant project management delivery.
- As the Executive Lead to the Board's Finance and Audit Committee, prepares all agenda materials and implements the follow-up action from Committee decisions. Attends and contributes to other Board standing and adhoc committees as determined by the President and CEO.
- Works with colleagues and partners to look at new ways of approaching traditional problems or issues. Takes an entrepreneurial approach and enables creative thinking across the finance and administration team.
- Ensures institutional financial, capital planning, facilities, technology, and Foundation reporting capabilities that provide timely and relevant information for management decision making across campus.
- With the Director of Facilities, leads the development and implementation of Capilano's Campus Master Plan, ensuring stakeholder engagement and alignment, and involving traditional and non-traditional partners.
- Provides leadership and stewardship to ensure capital projects are delivered on time, within scope, and on budget. Ensures system-wide value is achieved and strong partnerships are maintained.
- With the Vice President, People, Culture & Diversity, spearheads Capilano's long term People Plan, integrated with the strategic and academic plans.
- Works with the CIO to continue the university's transformation of its systems to achieve improved student experience and overall efficiencies.
- Maintains Capilano University's Risk Framework and Risk Registry, and integrates a risk assessment lens to support decision making and mitigate potential issues. Uses risk mitigation as a way to enable new opportunities and innovations.
- Works in a collaborative style with the provincial government to foster efficiencies and innovations within the university and across the sector.
- Works with the leaders, members and elders of the First Nations communities on whose land Capilano is situated, as well as other Indigenous partners, to further Capilano University's commitment to create cultural safety and security in all of Capilano's initiatives and facilities.
- Oversees the preparation, management, and monitoring of the University's and Foundation's investments.
- Works to maintain a respectful work and learning environment.
- Creates a team atmosphere that motivates employees to contribute to the administrative excellence and financial health of the institution.



- Establishes and maintains strong positive working relationships that foster and influence the organization's cooperative and respectful relationships with internal and external constituencies.
- Participates on university project teams and committees with a view to constructively finding solutions to organizational problems and challenges.
- Builds trust and meaningful relationships across the organization.

Reporting Relationships

- As a member of the Executive Leadership Team, provides leadership, vision and strategic direction to a broad range of initiatives and issues across the university. Supports the actualization of the long-term vision and strategic plan consistent with the values of Capilano University and implements, monitors, and evaluates the organization's processes and systems required to action the strategic and academic plans.
- Provides strong and effective financial and administrative leadership and sound advice. Identifies critical issues to be addressed to achieve short-, medium-, and long-term objectives, strategies, plans and programs that optimize student success.
- Works with the Board of Governors, the university's Finance and Audit Committee and the President regarding financial planning and oversight of Capilano University. Accountable for the overall university-wide financial performance, capital planning and relevant project management delivery.
- As the Executive Lead to the Board's Finance and Audit Committee, prepares all agenda materials and implements the follow-up action from Committee decisions. Attends and contributes to other Board standing and adhoc committees as determined by the President.
- Works with colleagues and partners to look at new ways of approaching traditional problems or issues. Takes an entrepreneurial approach and enables creative thinking across the finance and administration team.
- Ensures institutional financial, capital planning, facilities, technology, and Foundation reporting capabilities that provide timely and relevant information for management decision making across campus.
- With the Director of Facilities and Campus Planning, leads the development and implementation of Capilano's Campus Master Plan, ensuring community engagement and alignment, and involving traditional and non-traditional partners.
- Provides leadership and stewardship to ensure capital projects are delivered on time, within scope, and on budget. Ensures system-wide value is achieved and strong partnerships are maintained.
- Works with the CIO to continue the university's transformation of its systems to achieve improved student experience and overall efficiencies.



- Maintains Capilano University's Risk Framework and Risk Registry, and integrates a risk assessment lens to support decision making and mitigate potential issues. Uses risk mitigation as a way to enable new opportunities and innovations.
- Works in a collaborative style with the provincial government to foster efficiencies and innovations within the university and across the sector.
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Specific Requirements

- Masters of Business (MBA) in Finance or Business Administration (or related discipline) and a CPA designation, supported by progressive leadership experience, ideally in a large, complex, multi-site, unionized organization.
- Experience in the public post-secondary sector, or experience working with a government shareholder, would be a significant asset.

Skills, Abilities & Experience

- Possesses strong business acumen. Able to develop strategies and provide guidance to assist the organization in meeting its challenges and objectives.
- Has a solid understanding of multi-site operations and is adaptable to a changing environment.
- Entrepreneurial. Sees the possible and looks for creative solutions to overcome sometimes entrenched challenges. Can balance vision and innovation with implementation and a detail orientation.



- Extensive knowledge of financial systems, budgetary processes and administrative models.
- Experience with large capital and infrastructure projects. Has been responsible for a portfolio that includes significant land assets and has demonstrated success in leveraging those assets fully.
- Thorough understanding and knowledge of risk management at both corporate and business unit levels. Able to take calculated risks and comfortable being held accountable for those risks.
- Experience developing and implementing capital and operating plans, monitoring results against the plans and initiating corrective recommendations.
- Possesses a clear sense of direction and is able to articulate thoughts and visions in a concise and inspiring manner.
- Politically astute. Able to identify potentially “hot” issues and deal effectively with them while exercising tact and diplomacy.
- Excellent judgement with a high level of business ethics and personal integrity. Confident, decisive and dynamic.
- A strong leader who can guide a team of professionals and find the synergies across diverse portfolios.
- Superior oral and written communication skills. Understands the need for open and direct dialogue with staff, executive and stakeholders.
- Demonstrated ability to deal appropriately with individuals at all levels.
- Demonstrated ability to command respect of the Board, government officials and the public.