

Posting #25-059EM

Manager, Faculty of Human and Health Sciences Administration - Regional Faculty of Human and Health Sciences Regular, Full-time

Purpose

Responsible and accountable to the Director, Faculty of Human and Health Sciences (FHHS) Administration, and working closely with the Dean of FHHS, FHHS Program Chairs, the Manager, FHHS Administration Services - Prince George, FHHS Administrative Coordinators, and across University of Northern British Columbia (UNBC) student service portfolios, the Manager, FHHS Administration Services - Regional provides management support and operational leadership to FHHS administrative staff, with a focus on supporting regional academic operations with primacy towards the FHHS. The Manager, FHHS Administration Services – Regional, ensures that administrative functions and processes are efficient and effective in fulfilling the mandate of FHHS programs while facilitating communication and planning that is proactive and strategic in nature. The Manager, FHHS Administration Services - Regional provides support for the operationalization of the goals, values, and strategies of regional academic programming, and ensures alignment with the goals, values, and strategies of the FHHS and broader UNBC strategic plans.

The Faculty of Human and Health Sciences is in a time of exciting transition, with a new Dean, the recent introduction of the Director, FHHS Administration role, and an ongoing organizational framework development process. The successful candidate will be part of the core FHHS administrative team, working in a collaborative, team-based environment. This is an excellent opportunity for someone with a background in leading administrative services teams, building for continuous improvement, and contributing to academic program growth in Northern British Columbia with an emphasis on leading a dynamic and engaged administrative team.

With a focus on supporting UNBC's regional campuses, preference will be given to candidates who live in, or are willing to relocate to, Terrace, Fort St. John, or Quesnel, B.C. Candidates living in or willing to relocate to Prince George will also be considered.

Responsibilities

Duties include but are not limited to:

- Providing day-to-day management support and operational leadership to FHHS administrative staff across all UNBC campuses, including both direct reports and the broader FHHS administrative team;
- Leading change through a data-driven approach to the delivery of administrative services to support the success of regional programs in the School of Education, the School of Social Work, and the School of Nursing, and to support the development of new academic programming at regional campuses;
- Within the FHHS administrative framework, providing leadership and oversight for administrative staff and processes to ensure operational effectiveness and alignment with broader UNBC processes and policies;

- Supporting continuous quality improvement for internal and external processes, development of documentation and process maps, and implementation of effective program-level procedures, ensuring alignment with and support of university-wide policies, procedures, and direction;
- Facilitating a positive and productive, team-based workplace, introducing new ideas, process and system improvement, financial planning, change management, and relationship building with internal and external stakeholders;
- Supporting collective efforts focused on deepening regional connections and growing academic and non-academic opportunities across Northern British Columbia, for FHHS and for UNBC as a whole; and
- Liaising regularly with northern College partners, Indigenous communities, and other external partners to ensure effective administration of regional programs.

Regular travel to campuses across Northern B.C. is an expected function of this position.

Specific accountabilities include:

Strategic Planning and Leadership

- Collaborating with the FHHS Dean, Director, FHHS Administration, and other FHHS leaders, to design and implement strategies and processes that contribute to the success and effectiveness of all stakeholders involved;
- Providing recommendations to the Director, FHHS Administration on academic and administrative operations and strategic initiatives; and
- Ensuring effective communication and organizational development strategies for the full array of administration services that foster strong relationships both internally and externally.

People Leadership

- Managing and developing non-academic staff is the primary purpose of this position;
- Ensuring success of direct reports through provision of leadership, consultation, active engagement, support, feedback, and training, as well as through working in a team-based environment;
- Cultivating and managing a positive, diverse, and productive work and learning environment;
- Fostering a culture where change management can occur to ensure administrative functions and initiatives are deployed as efficiently and effectively as possible; and
- Demonstrating the values and competencies that are expected of leaders at UNBC, including the commitment to Inclusion, Diversity, Equity, and Accessibility (IDEA) and the Truth and Reconciliation Commission (TRC) commitments.

External Relations and Engagement

- Liaising regularly with external partners for the effective delivery of student experiential learning experiences;
- Maintaining active and collaborative engagement with Northern College Partners for effective delivery of shared programming; and
- Ensuring program compliance with professional regulatory bodies and works to meet and exceed accreditation standards.

Service Delivery and Process Excellence



- Creating operational capacity through successful structures, including effective and efficient systems, policies, and processes, ensuring all processes and procedures developed and used align with UNBC's policies & procedures, workload management and resourcing levels, and overall strategic direction;
- Supporting ongoing financial and resource management through development of innovative and continually improving strategies to reduce costs;
- Ensuring quality of service delivery for students, faculty, staff and external partners; and
- Ensuring awareness and alignment to UNBC policies, procedures and protocols, or influences changes.

Governance

- Participating in and actively incorporating the identification, assessment, and management of risk into all planning and decision making related to the Faculty;
- Aligning to the spirit and substance of applicable collective agreements; and
- Complying with University policies, Federal and Provincial laws and regulations, professional regulatory bodies and associations, and all relevant protocols and practices.

Qualifications

The successful candidate will possess post-secondary education, with at least five (5) years of experience related to leadership and delivery of administrative services. Experience in post-secondary education administration is considered an asset.

Relevant knowledge, skills, and experience must include:

- Demonstrated understanding of complexity of post-secondary environments and health care delivery services;
- Strong ability to engage staff and others through consultation to collaborate on problem solving;
- Successful project planning and implementation of complex outcomes/aggressive timelines;
- A reputation of productive relationship development resulting in quantifiable outcomes, including exceptional interpersonal skills with the ability to build rapport in a fast paced and continuously evolving environment;
- Demonstrated aptitude for leadership and success motivating, engaging, and supporting individuals and team members to achieve positive organizational outcomes, including experience leading teams through change management;
- Participation and knowledge of benchmarking and best practice reviews on relevant technical and conceptual topics related to the provision of administration services within an academic environment;
- Demonstrated continuous improvement mindset;
- Demonstrated financial management with complex budget planning and projections;
- Demonstrated capacity to use technology to maximize effectiveness;
- Human Resources management in a unionized environment, including managing staff across multiple locations;
- Demonstrated ability to think strategically, weigh risks, and apply sound judgment to decision making and problem solving;
- Demonstrated experience of working collaboratively with Indigenous communities and organizations;

- Demonstrated experience of working collaboratively with stakeholder and constituent groups;
- Verbal and written communication skills must be exceptional;
- Highly effective time management and strong organizational skills, with the ability to problem solve and use a high degree of judgement to establish priorities, manage multiple demands, and meet deadlines;
- Proven ability to work independently and professionally in a team-based environment;
- Demonstrated ability to be highly motivated, resilient, innovative, and deeply collaborative;
- Proven initiative and ability to lead in challenging and sensitive situations;
- Demonstrated ability to keep a 'big picture' perspective while maintaining acute attention to detail;
- Demonstrated commitment to the principles and actions of IDEA and the TRC commitments; and
- Aptitude for connecting relevant detail to practical priorities and implementation of the Faculty and the University's vision and strategic priorities.

An appropriate combination of education and experience may be considered.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$75,000.00 to \$90,000.00.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the



North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your cover letter, resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number **#25-59EM** in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by September 1, 2025. Applications will be accepted until the position is filled.

