

# Vice-President

(Finance and Administration)



## Ready for a New Challenge?

Carleton University invites applications, nominations, and expressions of interest for the position of Vice-President (Finance and Administration), with the appointment to be effective as early as January 1, 2022. This is an exciting opportunity to lead a dynamic and complex portfolio that contributes to Carleton's academic mission of teaching, research, and community service by providing a broad array of effective, efficient, and timely services, including finance, information technology, facilities, human resources, and safety.

## About Carleton

Located in Ottawa, Carleton University is a progressive research and teaching institution with a tradition of leading change. Its internationally recognized faculty, staff, and researchers provide more than 31,000 full- and part-time Canadian and international students from over 150 countries with academic opportunities in more than 100 programs of study. Carleton is uniquely committed to developing solutions to real-world problems through encouraging creative risk-taking, discovery, and the generation of transformative knowledge. Carleton has long been known as a university that promotes research excellence and connectedness and is involved in partnerships around the globe. With strong leadership over the years, it enjoys a healthy financial position and its proximity to government and cultural institutions, media, and a thriving knowledge economy make Carleton and Ottawa a great place to work, learn, and live. Further information may be found at [www.carleton.ca](http://www.carleton.ca).

## About the Position

Reporting to the President and Vice-Chancellor, the Vice-President (Finance and Administration) is the chief financial and administrative officer of Carleton, providing leadership, oversight, and stewardship for the activities of its core support services. The VPFA will work closely with the President, senior team, and Board of Governors. Leading an accomplished group of professionals, the VPFA will ensure the effective and efficient administration of the portfolio's units and ensure excellence in: financial planning and budget support; human resources and labour relations; facilities management and infrastructure projects; information technology; as well as risk and safety. The Vice-President (Finance and Administration) is responsible for a total full- and part-time staff complement of over 400 employees and a sector budget of more than \$90 million.

The successful candidate will have senior leadership experience that could include finance, administration, human resources, facilities management and/or information services and technology, backed by the education and professional credentials to ensure credibility and accountability. The new VPFA will have successfully played a major role in the financial planning, service delivery, and people management of a complex public organization, ideally within the educational sector, of similar diversity and scale. Exceptional interpersonal and communications abilities with outstanding judgment, problem-solving, and decision-making skills are essential, as is the ability to inspire a professional and dedicated team while supporting the University's academic mission. Candidates will possess outstanding management expertise, the capacity to develop and lead strategic plans, and a demonstrated commitment to team-building, innovation and collaboration, staff development, and stakeholder management.

Carleton University is committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our university including, but not limited to, women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation, gender identity and/or expression. Applicants selected for an interview are asked to contact the consultant as soon as possible to discuss any accommodation requirements. Arrangements will be made in a timely manner. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The search committee will begin consideration of candidates immediately. Applications should include a letter of interest, curriculum vitae and the names of three references (who will not be contacted without the consent of the candidate) and be submitted electronically, in confidence, to:

### Laverne Smith & Associates Inc.

[CarletonVPFA@lavernesmith.com](mailto:CarletonVPFA@lavernesmith.com)



Laverne Smith & Associates Inc.

[www.lavernesmith.com](http://www.lavernesmith.com)