

USWA POSITION DESCRIPTION

Position Title: Manager, Administrative and Finance

Classification: AA 2/09N

Position Number: 25614

Department: Toronto Region Statistics Canada Research Data Centre
Faculty of Arts & Science

Summary:

The Manager reports to the Academic Director, and is responsible for the overall management and smooth operation of the Toronto Region -- Statistics Canada Research Data Centre (RDC), a joint partnership between the Universities of Toronto, Ryerson and York and Statistics Canada, and part of the national network of RDCs across Canada.

The Manager is responsible for the following duties: managing all the budget and financial activities for RDC; managing the day to day activities regarding such issues as space, physical security of confidential data, purchases of supplies, software and hardware necessary for the continued operation of the Toronto RDC; liaising with senior administrative faculty from the three academic communities involved in the RDC (York, Ryerson and U of T), with the Chair of the National Network, with the Manager of the RDC Program at Statistics Canada, and with senior administrative faculty from other host universities in matters of finance, and promotion of the Toronto RDC as a research facility; overseeing the Toronto RDC union staff, and liaising with the Centre's Statistics Canada supervisor and staff to ensure top quality service to Toronto RDC researchers; collecting information from staff, researchers and Director on RDC activities for the purpose of organizing, editing and producing the annual report as required by the University, Toronto RDC contributors, the National Network, and funding bodies, e.g. AIF (UT), CFI, SSHRCC and CIHR; overseeing the planning of Toronto RDC events and workshops and ensuring timely distribution of information and communications with researchers; and advising and assisting the Academic Director in matters of conflict.

Qualifications:

Education

- University degree in an Academic or research field and/or an equivalent combination of education and experience.
- Training in Business Administration or Accounting.

Experience

- Minimum three years of managerial and financial experience, preferably in a university environment with unionized staff.
- Demonstrated experience in budgeting and planning at the unit level and managing complex accounts in a self-funded unit.
- Knowledge of University policies and procedures.
- Demonstrated experience in organizing workshops, seminars and other promotional and training events.
- Demonstrated experience in liaising at senior levels of administration internal and external to the university.
- Editorial experience in producing reports and other promotional documents.

Skills

Proficient in spreadsheets and word processing, FIS and HRIS.

Other

- This person must be a strong team player with excellent organizational and interpersonal abilities, tact, diplomacy in dealing with staffing issues, conflicts and confidentiality vis-à-vis RDC researchers (academic faculty researchers, hospital affiliates, students, professional researchers), in addition to a high degree of analytical decision-making skills and sound judgement and discretion.
- This person must demonstrate effective problem solving and planning necessary for the successful operation of the RDC, as well as, leadership skills in dealing with a complex array of players.

Materials Equipment and Outcomes:

Equipment Used

- Networked PC with word processing, accounting (including AMS), and project management software
- Other office equipment (printer, fax, copier, postage meter, etc.)

Outcome/Consequence of Error

- The Toronto centre is the most active and largest RDC in the national network and error would result in poor RDC image for Toronto, the network and the University of Toronto's research profile as the pre-eminent research institution in Canada.
- Disorganization and errors in financial supervision and forecasting would jeopardize the Toronto RDC funding sources and would result in a poor image for the University.
- Poor communication skills would lead to poor image to both internal and external contacts and U of T's image on a national level.

Duties:

1. Financial

1-1. Budgeting and planning

- Creates annual operating budget cost centre plan with projected sources of revenue and expense, including B6 editing and reconciliation
- Prepares budget forecasts and financial reports for both the operating budget and the capital budget as required by the RDC Academic Director, UT VP-Research, RDC National Coordinating Committee Chair, and RDC capital budget granting bodies (CFI). These financial reports are used for the annual report, for meetings with contributors, such as, UT Deans and VP's Research at partnering universities, for monitoring purchases made with capital equipment budget (CFI), and providing detailed sub-grant capital budget financial reports to University of Montreal (CFI).
- Prepares RDC usage reports that take into account RDC user affiliations and amount of time in RDC and monitors this usage in terms of financial equivalents as per the operating budget
- Monitors various sources of revenue (National Coordinating Committee SSHRCC grants, Montreal CFI subgrant, Provostial AIF, Dean's office Arts & Science, VP Research offices of partner universities Ryerson and York) to ensure receipt and accountability.

1-2. Maintain financial accounts:

- Supervises the process of month end reports and reconciliations, including payroll distribution reports, operating account statements, principle investigator grant statements, facilities and services detailed reports, telephone reports, mastercard statements
- Monitors expenses to ensure accounts are handled as per funding body and ut policies and that expenses are properly directed through accounts (operating vs capital)
- performs all approved hr/s payroll transactions, including appointed usw staff, and stats can salary recovery staff payments as per agreed term contracts and government contracts, fis purchase orders and subsequent goods receipts and invoice verifications, budget transfers, debit memos, invoices, credit notes, cheque requests, expense reimbursements, deposits for all accounts (capital, operating and research);
- Liaises with appropriate university departments to ensure accountability of funding (property management, research services, grip office, provost's office, dean's office, human resources, payroll etc.).

2. Office Management

- The RDC has 7 employees on site: a full-time research and computing consultant (USW APA 4/ 012N), a part-time Academic Director, a part-time Manager (USW AA 2/09N), 2 full-time Statistics Canada analysts, a part-time extended hours employee, and a senior analyst on site.
- provides leadership to staff and support to the Academic Director in maintaining an amicable research and work environment for both union

staff, government staff and academic researcher users.

- Oversees union staff, including hiring, preparing annual contracts and job descriptions, and providing a resource to staff in purchase planning, troubleshooting, and decision making to maintain computer lab services and equipment, as well as recording vacation time, sick days and personal days and acting within union and UT policy;
- liaises with Statistics Canada staff and their senior analyst supervisor, as well as, the RDC National program Manager in Ottawa and the Toronto RDC Academic Director to ensure coverage of the RDC, and to provide support to analyst staff, as well as, to RDC users (UT, York and Ryerson faculty, students, and hospital scientist/researchers) when problems arise
- Oversees any issues related to space, security and renovations; ensures facilities are operational at their highest level of security and efficiency.
- Oversees all purchases of supplies, software and hardware necessary for the continued operation of the Toronto RDC, including purchasing agreements, warranties, ordering supplies, communications with vendors, etc.

3. *Communication and Promotional activities*

- Arranges and attends meetings with the RDC Academic Director, user faculty chairs and accompanying dean's offices (Dean of OISE/UT, VP-Research York and Ryerson, Dean Arts & Science, VP Research UT, Provost UT, VP Research Medicine UT) to discuss financial arrangements for the RDC and negotiate contributions, based on prepared budget projections and RDC usage per contributor (as calculated in the annual reports).
- Oversees and organizes promotional activities of the Toronto Region RDC within the partnership of the three university communities (York, Ryerson, UofT) at the local level, as well as, within the network of RDCs at the national level, including advertising workshops to the RDC and broader communities, maintaining lists of participants, offering speaker notes at cost to attendants, coordinating costs with partner universities as necessary, etc.
- In coordination with the Academic Director, arranges local steering committee meetings, agendas and minutes, as well as, provides information, support and advice to the Toronto RDC Steering Committee about local and national RDC activities; liaises on the local committee's behalf with the National Coordinating Committee, as well as with other host universities and Statistics Canada as required; and represents the Toronto RDC at National Coordinating Committee meetings when the Academic Director is unable to attend.
- Maintains excellent communications with NCC, Statistics Canada, and local analysts on site.
- Advises and supports the Academic Director with the interpretation of the University's granting agency policies, human resource and union policies, financial history, budget forecasts, vendor policies, and all other RDC matters as required.
- Works with the Academic Director and RDC staff, steering committee, scientist and faculty researchers to identify training needs within the research community and arrange local workshops to current and prospective

4. Reporting

- Prepares RDC annual report for the National Coordinating Committee, local and partner university contributors. This includes: collecting information from the analysts on number of projects, list of researchers and their affiliations; collecting output from the researchers on their publications and government use of their research reports; collecting usage data from the research and computing consultant on the amount of time and the list of who used the centre in the past year; calculating annual budget expense and revenue information; calculating usage time in terms of budgetary expense; and collecting information from RDC staff and director on activities (highlights, newsletter, website, workshops, etc.)
- edits and produces a final approved copy for distribution to all contributors.
- Prepares financial reports as required, including a detailed list of expenditures for CFI subgrants (annually and as requested by their auditors), as well as, budget forecasts for planning purposes at the request of the Academic Director, local steering committee, VP Research UT, Provost's office, etc.

Choice of Action, Challenges, Difficulties and Contacts:

Choice of Action

- maintains communications with all major players in the RDC
- advises RDC Director on all RDC administrative issues
- plans a course of action to follow through with RDC administrative issues
- advises the RDC Director on RDC finances (current balance of budget, projected costs)
- decides how to handle problems in the financial operation of the RDC accounts and manages the reporting of financial and promotional activities

Challenges and Difficulties

- Maintains diplomacy and confidentiality with a complex network of partners and shareholders (researchers, contributors, administrators, federal agencies, staff). Operates under deadlines and other time constraints. Manages numerous obligations simultaneously.

Contacts

- Senior university administrators, chair of the national network, network program manager, researchers (academic, student, hospital, research affiliates), union staff, federal staff (Statistics Canada), vendors, public.