

# UNIVERSITY SECRETARY

## POSITION BRIEF



Lakehead  
UNIVERSITY





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### APPLICATION PROCESS

KCI (Ketchum Canada Inc.) is supporting Lakehead University in the recruitment of the University Secretary. All inquiries and applications will be held in strict confidence.

Interested candidates should send their resume and letter of interest to [LakeheadUniSec@kcitalent.com](mailto:LakeheadUniSec@kcitalent.com) no later than **November 1, 2023**.

Lakehead University has an Equity, Diversity and Inclusion Action Plan 2019-2024 with a goal to recruit and retain a diverse workforce as measured by increasing representation of under-represented groups among applicants, candidates and hires. We encourage candidates to self-identify, if they are from an under-represented group, and prefer candidates with the knowledge, competencies and relationships derived from lived experience.

Lakehead University is committed to supporting an accessible environment and will accommodate job applicants with disabilities during the selection process. Applicants requiring accommodation during the interview process should contact Tara George with any enquiries or for assistance.

The University Secretary role offers a competitive remuneration package including a salary of \$105,484.34 to \$131,855.98 (Band 11), a comprehensive benefits package, life insurance, a pension plan, and a tuition waiver.

**This position will be based at the Thunder Bay campus.**



# University Secretary

## Lakehead University

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### THE OPPORTUNITY

**Lakehead University is seeking a University Secretary, to be based on our Thunder Bay Campus.**

Reporting to the President and the Chair of the Board of Governors, the University Secretary is responsible for advising and assisting the Board of Governors, Senate, Ogimaawin Indigenous Education Council (OIEC), and Lakehead faculty and staff on governance, policies, procedures, and related matters.

The University Secretariat will work to ensure that the governing bodies of the University (Board of Governors, Senate, the OIEC, and the Chancellor Electoral Board) and their numerous committees operate effectively and efficiently by providing governance and procedural advice, administrative services, research and analysis, and general support.

The University Secretary will lead, manage, coordinate, and facilitate the processes and procedures of the governing bodies in accordance with the Lakehead University Act, Bylaws, Terms of Reference, and University policies. The University Secretary will also have oversight to ensure the maintenance of formal records for the governing bodies.

The University Secretary will provide specialized guidance and advice on Lakehead University's governance system to:

- All Board members (the Chair, Vice-Chair, Board Standing Committee Chairs, staff, faculty, students, and external community members).
- All Senate members (President, Vice-Presidents, Directors, Deans, faculty, students and staff).
- OIEC (with external Indigenous community organizations' representatives from the Thunder Bay Indian Friendship Centre, a Metis Senator, Anishinabek Employment and Training Services, Metis Nation of Ontario, Ontario Native Women's Association).

In addition, this position will serve to provide accurate advice to all individuals and to educate, inform and communicate decisions made, proper procedures, policies, and processes within the University's governance system. The University Secretary will directly serve as a resource for members of the University community, providing information and counsel on the Board of Governors, Senate, and the Ogimaawin Indigenous Education Council's policies, procedures, precedents, and research.

This is a senior-level administrative position. The University Secretary must possess strong managerial skills and be well versed in post-secondary education institution working practices and associations. The University Secretary will appoint and manage the Associate University Secretary, the Governance Officer for the Senate, the Governance Officer for the Board of Governors, and the Office Administrative Assistant. Any additional staff appointed to support the Board of Governors, while accountable to the Board of Governors, will work directly and indirectly with the University Secretary.

As well, the University Secretary will work closely with the Administrative Assistant of Indigenous Initiatives and the executive assistants of all members of the Executive Team.

## ABOUT LAKEHEAD UNIVERSITY

[Lakehead University](#) is a fully comprehensive university with approximately 9,700 full-time equivalent students and over 2,000 faculty and staff at two campuses in Orillia and Thunder Bay, Ontario. We have over 66,000 alumni in Canada and around the world.

Lakehead has nine faculties, including Business Administration, Education, Engineering, Graduate Studies, Health & Behavioural Sciences, Law, Natural Resources Management, Science & Environmental Studies, and Social Sciences & Humanities.



Lakehead University's achievements have been recognized nationally and internationally, including being ranked, once again, among Canada's Top 10 primarily undergraduate universities in *Maclean's* 2021 University Rankings; as well as being included in the top half of Times Higher Education's 2021 World Universities Rankings for the second consecutive year. Lakehead University is ranked in the top 100 universities from around the world in THE's 2021 Impact Rankings (which assesses institutions against the United Nations' 17 Sustainable Development Goals). For five consecutive years, Research Infosource ranked Lakehead among the top few in Canada.



**#1 Undergraduate Research University in Canada for the past 5 years**

**97.7% of Students Employed within 2 years of Graduation**

**\$11M in Scholarships and Bursary Awards**

We are the university of choice for First Nation, Métis and Inuit learners who account for approximately 11% of the total student population at Lakehead's Thunder Bay and Orillia campuses – and this vibrant population is growing.

Dynamic, modern, and highly learner-centred, we acknowledge all our students as valued leaders of tomorrow, whose education and success are paramount to our institution. Both campuses in Thunder Bay and Orillia promise the total university experience: a blend of academic excellence and opportunity with a rich variety of social and recreational activities. We also promise excellence in research; Lakehead is the proud host of eleven Canada Research Chairs and revolutionary facilities such as our world-renowned *Paleo-DNA Laboratory* and our *Biorefining Research Institute*.



## ADDITIONAL INFORMATION

- [University Governance](#)
- [Report to the Community](#)
- [Strategic Plan](#)
- [Academic Plan](#)
- [Research Plan](#)
- [Indigenous Initiatives](#)
- [Equity, Diversity, Inclusion Action Plan](#)
- [Thunder Bay Campus](#)
- [Orillia Campus](#)

## Campus Locations

**Lakehead Thunder Bay** is located on the traditional lands of the Fort William First Nation, Signatory to the Robinson Superior Treaty of 1850.

Nestled under the shadow of the stoic Sleeping Giant in the heart of the city, our Thunder Bay campus is among the most picturesque in the nation. Many of the University's buildings are grouped around Lake Tamblyn and our residence complexes hug the banks of the McIntyre River.

Fieldwork and hands-on learning are integral to a high number of our programs, taking advantage of the vibrant, natural laboratories right in our backyard. Our northern landscape also presents ample opportunity for world-class outdoor sports and activities. Students here can opt to take a ski break or hiking trip between study sessions and maintain an ideal work-play balance with ease. Over 7,500 students call the Thunder Bay Campus home.

Facilities belonging to a wide array of professional options are located on the Thunder Bay Campus including nursing, kinesiology, forestry, business, engineering, education, social work, law, and medicine.

**Lakehead Orillia** is located on the traditional territory of the Anishinaabeg. The Anishinaabeg include the Ojibwe, Odawa, and Pottawatomini nations, collectively known as the Three Fires Confederacy. There are 2000 students (which include undergraduate, graduate, and international) enrolled at the Orillia campus.



Lakehead Orillia offers a unique interdisciplinary studies option, combining the arts and sciences, as well as programs in business, education, and social work.

In 2012, Lakehead University and Georgian College announced a new partnership agreement to offer the students of Orillia and Simcoe County post-secondary joint degree diploma opportunities - packing a one-two punch with future employers. The partnership is growing and delivers four unique integrated degrees.

## KEY AREAS OF RESPONSIBILITY

### Supporting Governance and Advisory Bodies

- Ensures the proper coordination, support, and management where necessary, of the University's governing and advisory bodies (Board of Governors, Senate, and the Ogimaawin Indigenous Education Council, etc.), ensuring that they and their respective committees operate effectively and efficiently by providing governance and procedural advice, administrative services, and research and analysis.
- Manages, coordinates, and facilitates the processes and procedures of the governing bodies in accordance with the Lakehead University Act, Bylaws, Terms of Reference, policies and the principles of collegial governance
- Maintains official records and is a resource for members of the University community, providing information and counsel on the Board of Governors, Senate, and the OIEC's policies, procedures, precedents, and research.
- Provides expert interpretation, advice, and guidance to the staff and faculty, committees, and external members, including Board and Council members, on matters of policy, procedure and relevant governing legislation, to enable committees and councils to operate in a manner that is consistent with the foregoing, as well as with best practices for governance.
- Briefs, and works with the President, the Board Chair, the Standing Committee Chairs, Governors and Senators, during the preparation of agendas and supporting material.
- Serves as Secretary to the Senate, OIEC, and at the discretion of the Board, to the Board of Governors
- Serves as a liaison between members of the Executive Team, the Board of Governors, Senate, and OIEC.
- Coordinates communications to the general University community regarding governing bodies' meetings, policy changes made by governing bodies, and/or updates to action taken using the Governance website and Bulletins to ensure transparency and accountability.



- Coordinates and supports the work of governance bodies during Presidential searches, Chancellor searches, and multiple required elections and appointments.
- Monitors and ensures a sequential flow of information between committees and the governing bodies.
- Reports as a liaison between the senior administrators (Executive Team), the Board of Governors, the Senate, and OIEC by keeping all four entities connected.
- Manages the activities of the University's governing bodies including standing, ad hoc, and task force committees including preparation and distribution of agendas, minutes, and supporting meeting materials. Serves as "committee secretary" to those groups.
- Manages all governance matters including elections; training and workshops; interpretation of legislation, policies, and procedures; bylaws: and maintains electronic and hard copy permanent records for governing bodies as an archive of related official records.
- Provides institutional stability and memory from administration to administration with regard to governance matters, managing transitions ensuring continuity between successive administrations, and keeping custody of records of previous administrations.
- Ensures that the documentation related to Board, Senate and OIEC is complete, accurate, and archived properly to ensure transparency and the protection of privacy.
- Works in highly confidential environments, serving the needs of multiple stakeholders while preserving and guarding the confidentiality of deliberations and discussions.

### **University Policy Management**

- Oversees the implementation of Lakehead's Policy Framework — the means by which the institution's policies are appropriately reviewed, renewed, and accessible — and provides timely and accurate information and advice on the interpretation and application of policies and bylaws.

### **Senior Administration**

- Acts as liaison between the Board of Governors and other governing bodies and the president; and supports and advises on all policy- and governance-related matters.

### **University Secretariat Staff**

- Provides strategic leadership to the University Secretariat team, including recruitment, assessment, establishing and assigning priorities and responsibilities, managing, coaching, and succession planning.

## REQUIRED QUALIFICATIONS AND COMPETENCIES

- Minimum 10 years experience related to current governance practices and board management disciplines with a university or similar organization.
  - Previous experience in a similar role in a university setting would be a distinct asset.
  - Experience with bicameral and collegial governance is an asset.
- Well-versed in post-secondary education institution working practices and associations.
- Solid managerial skills, with experience working both independently and as part of a team.
- Direct experience with governing boards, particularly in the not-for-profit sector.
- Functional understanding of the roles and responsibilities of university governance bodies.
- Working knowledge of parliamentary procedure (e.g., Bourinot, Robert's, Traditional Consensus).
- Working knowledge of procedures for the conduct of meetings, both formal and informal.
- Ability to interpret and apply statutes, policies, and procedures in the light of specific circumstances.
- Excellent organizational and communication skills.
- Superior writing and word processing proficiency, including a high level of attention to detail and taking a meticulous approach to work.
- Strong interpersonal skills, including a sense of service.
- Exceptional judgment, tact, and discretion.
- The ability to recognize and demonstrate the importance of EDI
- Bachelor's degree is required, and a graduate degree in law, public administration, or other complementary area or equivalent education would be preferred.
- Training in policy development or related work experience Certification and Training in parliamentary procedures, including in Robert's Rules of Order would be an asset, but is not required.
- Advanced knowledge of Microsoft Office Suite; Google Workspace an asset.



## BIOGRAPHY - Dr. Gillian Siddall, President & Vice-Chancellor



Lakehead University's President & Vice-Chancellor Dr. Gillian Siddall first joined Lakehead University in 1998 in a tenure-track appointment at Lakehead University in the Department of English. She went on to become the founding director of Lakehead's Teaching and Learning Centre before serving as Dean of the University's Faculty of Social Sciences and Humanities for six years.

Before becoming Lakehead University's President & Vice-Chancellor in July 2023, Dr. Siddall served as President at Emily Carr University (ECU) beginning in 2018.

As ECU President, Dr. Siddall led several initiatives, including developing the university's first equity, diversity and inclusion action plan; advancing the university's commitment to reconciliation and Indigenization through curriculum, research, and increasing the number of Indigenous faculty and staff; initiating ECU's first climate action plan; and advancing ECU's international ranking into the top 25 in the world for art and design education.

Prior to her term as ECU President, Dr. Siddall served as Vice-President Academic and Provost at Toronto's Ontario College of Art & Design University (OCAD University) for three years. Dr. Siddall is an advocate of Indigenization, Reconciliation, and decolonization within the university sector. She holds an honours BA and MA in English from the University of Guelph, and a PhD in English from the University of Western Ontario.

Dr. Siddall's area of research is Canadian literature, with a focus on musical improvisation, both within and outside literary contexts. Publications include *Negotiated Moments: Improvisation, Sound, and Subjectivity* (co-edited with Dr. Ellen Waterman, Duke University Press 2016); *A Musical Interface for People with Severe Physical Disabilities* (co-authored with Pauline Oliveros, Leaf Miller, Jaclyn Heyen, and Sergio Hazard); *Music and Medicine* (2011); *I want to live in that music: Blues, Bessie Smith and Improvised Identities* in Ann-Marie MacDonald's *Fall on Your Knees*; *Critical Studies in Improvisation* (2005); *Nice Work if You Can Get It: Women in Jazz* (co-authored with Ajay Heble). in *Landing on the Wrong Note: Jazz, Dissonance and Critical Practice* (Routledge 2000).

Dr. Siddall is also a jazz vocalist, choral singer, and co-founder of the Guelph Jazz Festival.

## LIVING IN THUNDER BAY

With a population of 107,909, Thunder Bay is the largest city by population in Northwestern Ontario and with 2200 hours of sunlight each year, it's the sunniest city in eastern Canada. The city is often referred to as the "Lakehead", or "Canadian Lakehead", because of its location at the end of Great Lakes navigation on the Canadian side of the border.

Thunder Bay is home to a variety of music and performance arts venues including the Thunder Bay Symphony Orchestra, the only professional orchestra between Winnipeg and Toronto. It is also home to the Thunder Bay Art Gallery which has a collection of national significance and specializes in the works of Indigenous artists.

Thunder Bay's proximity to the wilderness of the Boreal Forest and the rolling hills and mountains of the Canadian Shield allow its residents to enjoy its natural beauty and engage in active lifestyles. With 150,000 lakes and rivers in the area, it is the Gateway to Northwest Ontario. There are many world-class attractions and historical sites to explore in Thunder Bay such as the Fort William Historical Park. This historical park is also home to one of the largest telescopes in Central Canada located on site in the David Thompson Astronomical Observatory. Thunder Bay is also home to the iconic Terry Fox Monument which commemorates cancer research activist Terry Fox's Marathon of Hope.

For more information on things to see and do in Thunder Bay, please follow the links below:

[Things to See and Do](#)

[Parks and Scenic Views](#)

[Winter Recreation](#)

[Shopping and Dining](#)



# ORGANIZATIONAL CHART

