



Vacancy Notice

Position Title:	Associate Vice President Operations
Department:	President's Office
Affiliation:	Non-Union
Salary:	To commensurate based on qualifications and experience
Hours of Work:	Full-Time Monday to Friday. Some weekend and evening hours will be required.

POSITION SUMMARY

Reporting to the President, the Associate Vice President (AVP) Operations will assume leadership of University operations and facilities. The portfolio will be responsible for the management of future major capital construction projects and the ongoing infrastructure operations and maintenance of NSCAD's current three physical sites. The incumbent will provide leadership and vision to their team and staff, while working towards a campus development plan that aligns and integrates with NSCAD's vision for the future. The AVP Operations will provide strategic oversight to the administration portfolios of the University to ensure efficient operations.

SPECIFICATIONS

- Makes recommendations to senior leadership and Board of Governors with respect to priorities for major construction, renovation and alteration projects.
- Plans, coordinates and facilitates all internal and external structural renovation and capital projects within pre-established policies, plans, budgets and using a consultative project management approach.
- Drafts and submits all capital funding applications and acts as liaison to government funding agencies.
- Directs all major construction projects, including architect and engineer selection, coordination of user committees, drafting of instructions to consultants, approval of all design phases, management of tender calls, financial & contract management, and general monitoring of all phases of construction.
- Responsible for NSCAD buildings on a 24-hour basis. The Associate Vice President Operations is the first point of contact for emergency assistance and for emergency situations and is responsible to plan
- Oversees the strategic operations and functions of facilities management including the service center. Liaises with the Manager, Facilities to ensure facilities functions are carried out.

REQUIREMENTS

University degree in Engineering, Architecture or similar field of study in addition to a minimum of ten (10) years related experience in design, evaluation and operations of a large multi-building portfolio (or an equivalent combination of training and experience) is required. An MBA or related graduate degree (engineering, architecture) would be considered an asset. Extensive knowledge of project management and design, with demonstrated responsibility for customer service orientated delivery of full range of custodial, electrical, mechanical, facilities, grounds & environmental services including renovation and remodeling of existing facilities to accommodate changing institutional needs is required. Considerable previous experience supervising in facility maintenance or a related area, with a thorough knowledge of trades, building codes, environmental codes, procurement, regulations on health and safety, including WHMIS, Occupational Health and Safety and first aid standards is required. Candidates who can demonstrate related training and experience in legal (land/building/environmental legislation), contract law, land planning/development, risk management, financial management and budgeting, capital planning, government/institutional practices, labour relations (application of collective agreement and organizational effectiveness) are strongly preferred.

APPLICATION PROCESS

Applications should be sent via the CareerBeacon website. Applications should include a cover letter and detailed CV.

Deadline for applications: The University will begin considering applicants on **August 4th, 2020** and continue until the position is filled. We appreciate all applicants, however only those selected to move forward in the competition will be contacted.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD University is committed to employment equity and values a diverse and inclusive workplace.