

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Manager, Strategic Projects
DEPARTMENT:	Office of the VPFA
SALARY LEVEL:	SL 7
EMPLOYMENT DEFINITION:	Contract – 12 Months
SUPERVISOR:	Vice President of Finance and Administration
DATE POSITION CREATED:	June 2026

SUMMARY OF FUNCTIONS:

Reporting to the Vice-President, Finance & Administration (VPFA), the Manager, Strategic Projects provides strategic oversight, analysis, and project leadership for key initiatives within the VPFA portfolio. The role is responsible for advancing operational priorities, strengthening processes, and supporting initiatives that enhance administrative effectiveness and service delivery in alignment with the University's Strategic and Operational Plans.

The role leads the implementation of Efficiency & Accountability Fund Review (EAF) recommendations, guides operational review activities, advances enterprise risk management initiatives, and develops tools, processes, and communications that support effective planning, accountability and continuous improvement across the portfolio

This position serves as a key resource to departments within the VPFA portfolio and works collaboratively across the University to support evidence-based decision-making, process improvement, and strategic alignment with Ministry and institutional priorities.

DUTIES AND RESPONSIBILITIES:

Strategic Operations & Special Projects

50%

- Establish and lead the development of an institutional operational review plan by identifying opportunities to improve efficiency, effectiveness, and service delivery across administrative functions.
- Provide leadership in the development, review, and standardization of administrative policies and procedures, ensuring consistent frameworks and approaches across the VPFA portfolio
- Develop and implement frameworks, tools, and standardized approaches that support operational reviews, process improvement, and administrative effectiveness
- Manage key components of the Enterprise Risk Management (ERM) refresh, including project coordination, procurement support, progress tracking, documentation, and implementation of ERM tools and reporting to support institutional risk management priorities
- Research and develop enhanced budget communication materials, including annual budget packages and financial overview documents, to support clear communication and informed decision-making for internal audiences
- Collaborate with the Manager, Academic Projects to provide timely updates on APOP action items on behalf of the VPFA, including supporting alignment of reporting requirements and timelines across related initiatives
- Lead the development of a comprehensive onboarding program for new staff within the VPFA portfolio and, where appropriate, in collaboration with the PVPA, including coordinating the creation of a VPFA/PVPA orientation booklet outlining structure, roles, key processes, and resources; and working with departmental leaders to ensure consistent onboarding practices and materials

Efficiency & Accountability Fund Review (EAF) Implementation

30%

- Lead and oversee the implementation of Efficiency & Accountability review recommendations, including establishing priorities, monitoring progress across initiatives, identifying interdependencies and risks and supporting timely resolution of implementation issues within the VPFA portfolio
- Engage department leads to identify, prioritize and advance initiatives that improve efficiency, effectiveness, and service delivery across administrative functions
- Partner with the Manager, Academic Projects to ensure initiatives aligned with EAF recommendations are appropriately identified, advanced, and aligned with institutional planning priorities
- Oversee integrated reporting across APOP and Ministry requirements, ensuring information is accurate, timely, and aligned with institutional priorities and accountability expectations
- Develop, progress, outcome and impact materials for internal and external reporting to support accountability, transparency, and informed decision-making

Advisory & Analytical Support

20%

- Serve as a key resource to department leads within the VPFA portfolio by conducting research, environmental scans, and analysis to inform operational planning and decision-making
- Assess emerging issues, trends and opportunities impacting operations and provide evidence-based advice to support strategic planning and operational decision-making
- Analyze information across multiple sources to identify risks, gaps and opportunities for improvement and develop practical recommendations that support administrative effectiveness.
- Synthesize information and prepare briefing materials to support planning and operational decision-making
- Lead the development of business cases, proposals, and strategic initiatives, including providing analysis and recommendations where appropriate
- Manage assigned priority initiatives by establishing work plans, monitoring progress, addressing issues, and ensuring deliverables are completed in alignment with institutional priorities.
- Identify and assess potential risks, dependencies, and operational impacts across initiatives, recommending mitigation strategies and escalating issues as appropriate

Any other duties as assigned.

QUALIFICATIONS:

Education: Undergraduate degree in business administration, public administration, or a related field.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- 5-7 years of recent and related experience in a university environment.
- Demonstrated experience leading projects and supporting multi-partner initiatives.
- Strong analytical, research, and critical thinking skills, with the ability to synthesize complex information, identify emerging issues, and assess broader organizational impacts.
- Demonstrated ability to synthesize complex information and support decision-making in an environment involving multiple departments and senior administrators
- Strong written communication skills, with the ability to prepare clear, concise reports, briefing materials, business cases, and proposals
- Excellent organizational and project management skills, with the ability to manage multiple priorities and deliver complex initiatives to successful completion

- Excellent interpersonal skills, with the ability to establish credibility and work effectively with senior university administrators, academic leaders, and other partners
- Knowledge of university governance processes and administrative practices
- Knowledge of operational improvement methodologies (e.g., LEAN, process mapping) is considered an asset
- High level of discretion, professionalism, tact, and attention to detail
- Ability to work independently and collaboratively in a high-pressure environment

RELATIONSHIPS/CONTACTS:

Supervised by: Vice-President, Finance & Administration

Internal Contacts: Staff, Faculty, and Students

External Contacts: External consultants and service providers

MATERIALS UTILIZED:

- Office equipment
- Collective agreements
- Other relevant university policies and procedures

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Considerable visual and mental concentration
- Sitting, standing and walking
- Comfortable office with separate workstation
- Frequent interruptions

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date