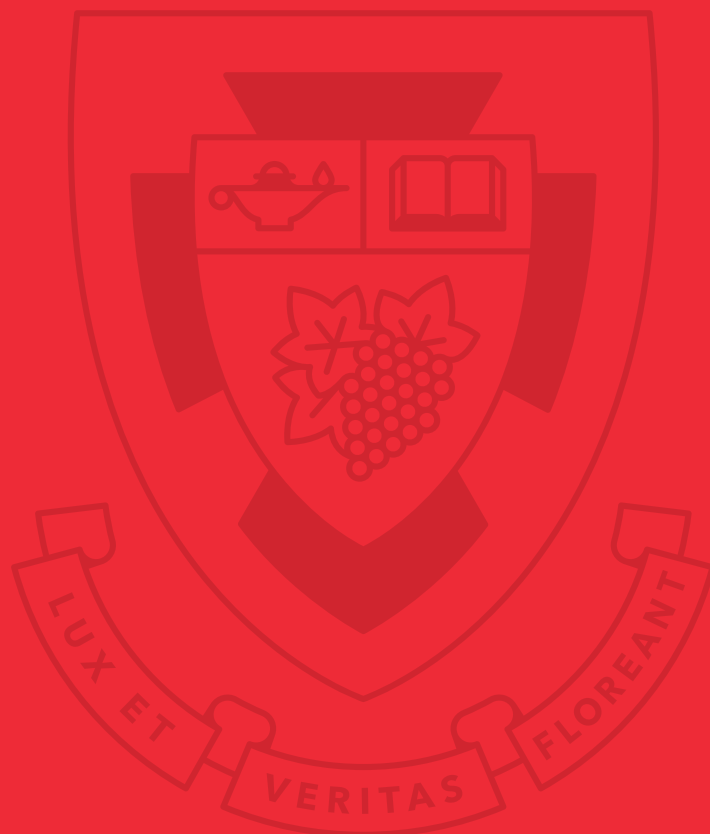




THE UNIVERSITY OF  
**WINNIPEG**

# Candidate Profile

Vice-President, Finance & Administration



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# The University of Winnipeg

The University of Winnipeg is located in the heart of Manitoba's capital city and on original Treaty One land, in the heart of the Métis homeland. Although celebrating 55 years as a University, its roots date back more than 150 years. It offers a cadre of excellent undergraduate programs and select high-quality graduate programs in Arts, Business and Economics, Education, Kinesiology and Applied Health, and Science. Our community is comprised of almost 10,000 students, 340 full-time faculty, 323 instructional staff, and 489 support staff.

The University of Winnipeg appreciates, fosters, and promotes values of human dignity, equality, non-discrimination and diversity. It is the people who have created our institution's reputation for inclusiveness, innovation, and integrity; they are dedicated, proud, and passionate about education and scholarship.

It offers undergraduate degree programs, pre-professional programs, and graduate programs across its six faculties.

In addition, The University of Winnipeg hosts The Collegiate which offers Grades 9 through 12 students accelerated courses, dual credits, and a supportive learning environment; the Professional Applied and Continuing Education (PACE) program provides learners with tools to prepare for ongoing changes in the workplace; and English Language Programs provides a pathway to English language proficiency.

With more than \$15 million in research funding, eight Canada Research Chairs, and more than twenty Research Centres and Institutes spanning science-based, Indigenous issues, social economic impact research, liberal arts and humanities, The University of Winnipeg is growing its research enterprise. The current operating budget totals more than \$156.7 million.

With more than 50,000 alumni contributing to the community through politics, law, medicine, business, theology, arts, and athletics, their impact stretches locally, nationally, and globally. The many alumni whose career paths lead them back to our campus as faculty and staff is a testament to the University's strong community spirit.





## Strategic Priorities

UWinnipeg's current strategic plan (2015-2020) [Strategic Directions – Growing Leaders](#) identifies the following areas of priority:

- › Academic Excellence and Renewal;
- › Student Experience and Success;
- › Indigenization;
- › Research Excellence, Knowledge Mobilization and Impact; and,
- › Financial and Institutional Resilience

The current Academic and Research Plan can be found [here](#).

## Mission

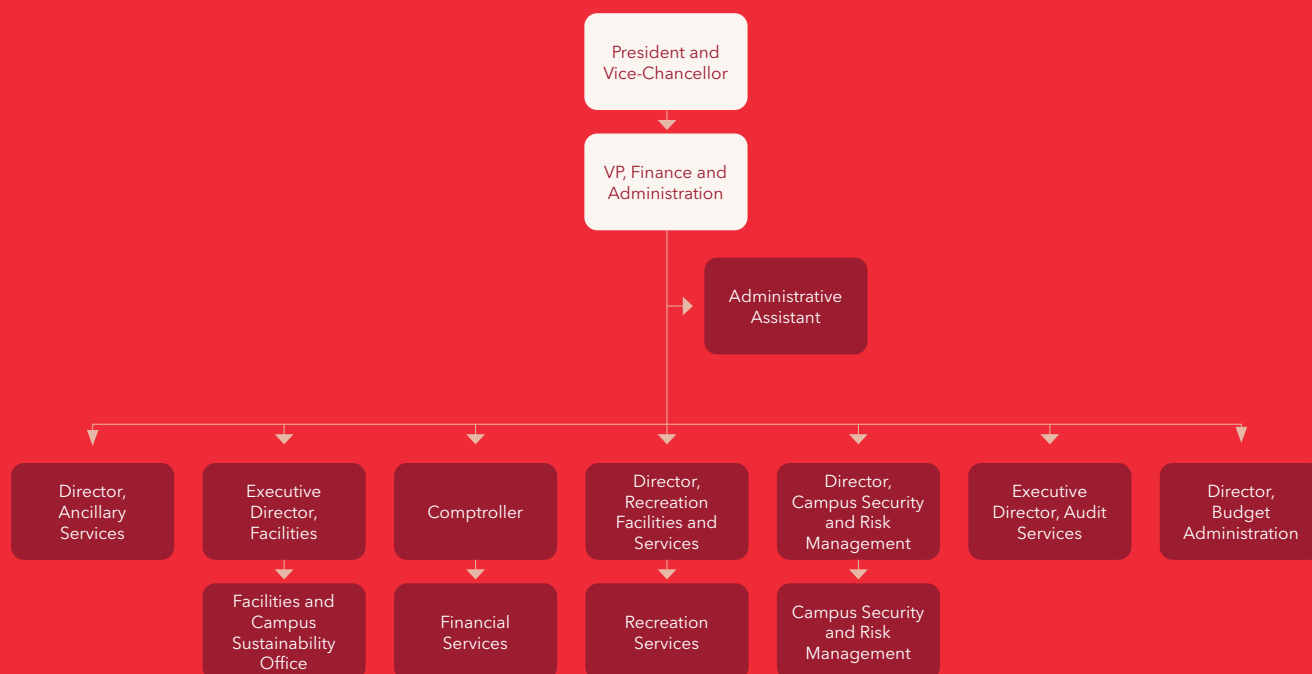
The University of Winnipeg is committed providing excellence in post-secondary education through undergraduate and graduate programs in Arts, Business and Economics, Education, Kinesiology and Applied Health, and Science, influenced by a longstanding tradition of outstanding academic scholarship, teaching, and research excellence.

## Vision

The University of Winnipeg is about more than creating knowledge; it is about mobilizing that knowledge and fostering collaborative partnerships to create a stronger, more inclusive community for future generations. We proudly reflect our city's diversity and have created outreach programs to support accessible postsecondary education for traditionally under-represented students (e.g., mature students, Indigenous students, immigrant students and refugee students). We believe that success across disciplines is associated with the ability to synthesize and understand the relationship between theory and practice and that a grounding in liberal arts produces leaders, critical thinkers, and problem-solvers.

## Values

The University of Winnipeg fosters rich and meaningful educational experiences through Indigenous inclusion, research that has an impact on our local and global communities, sustainability, community engagement, accessibility, diversity, and providing an intimate learning environment. We are guided by the knowledge that our primary responsibility is to our students, to whom we strive to offer a community which appreciates, fosters, and promotes values of human dignity, equality, nondiscrimination and appreciation of diversity.



# The Portfolio

The University of Winnipeg's operating budget is \$156.7 million and the Vice-President, Finance and Administration portfolio is approximately \$38 million.

Reporting units include:

- › Ancillary Services;
- › Audit Services;
- › Budget Administration;
- › Campus Security and Risk Management;
- › Campus Sustainability Office;
- › Facilities;
- › Financial Services; and,
- › Recreation Services.

## Ancillary Services

Provides guidance to the leadership of the Ancillary Services department, which ensures services including parking, printing, bookstore and food services are well managed and are functioning effectively, and generating revenue streams as expected for the University.

## Audit Services

Provides leadership and support to the Executive Director of Audit Services relative to setting Audit Services' direction, and in establishing the annual audit plan for presentation to the senior executive and the Audit Committee of the Board of Regents.

## Budget Administration

With the Director, Budget Administration, creates, maintains and updates single and multi-year budgets. Responsible for the determination of a budget model that supports the strategic growth and sustainability of the University.

## Campus Security and Risk Management

Provides guidance to the leadership of the Campus Security and Risk Management department, which manages Campus Security, Emergency Management Planning and Insurance at the University.

## Facilities

Provides guidance to the leadership of the Facilities department, which is responsible for the operation, maintenance, and renewal of the University's real estate assets. They are responsible for building infrastructure; building services; planning, design, and project management services; and sustainability coordination.

Serves on The University of Winnipeg Community Renewal Corporation (UWCRC) and Downtown Commons Boards and works collaboratively with the UWCRC's CEO to ensure that University capital development goals are undertaken in accordance with University policies/procedures, and are aligned with the University's priorities, effectively funded, supported and resourced.

## Facilities and Campus Sustainability

Provides guidance to the leadership of the Campus Sustainability Office, which is responsible for the University's sustainability performance as it relates to all areas of the University. This includes sustainability issues related to facilities management, campus development, academic programming and delivery, policy, and administration, community learning and engagement, research, and student services.

## Financial Services

Provides guidance to the leadership on financial services including:

- › Assists the President in developing strategies that will ensure UWinnipeg has a sound financial base, that it will have the ability to effectively manage operation expenses and increase revenues, and will have the financial systems in place to support the University's principles of transparency and accountability;
- › Assists the President in developing operating principles that will prevent the University from incurring future obligations beyond its ability to support and operate effectively;

- › Oversees the management of UWinnipeg's finances to provide the President and Board of Regents confidence in the financial integrity and sustainability of University operations;
- › Provides leadership and guidance to the financial services' team to ensure the preparation of accurate financial statements and the fiduciary soundness of the University;
- › Introduces contemporary business practices where appropriate and not harmful to the programs and activities central to the long-term objectives of the University.

## Recreation Facilities and Services

Provides leadership and guidance to the Recreation Services department, which is responsible for all of the athletic and wellness facilities on campus which includes the Duckworth Centre and the Axworthy Health and RecPlex. It also includes balancing the needs/demands of various academic programs, Wesmen athletic teams and programs, a variety of community groups and users, other University events and activities which require the use of athletic facilities.

## Board Service

The incumbent will serve as member on UWinnipeg's Board of Regents, the UWCRC Board 1.0 and 2.0 Inc. Interfacing with The University of Winnipeg Foundation is an important part of this role.



# The Role

Reporting to the President and Vice-Chancellor, the Vice-President, Finance & Administration provides strategic leadership, oversight, advice and guidance at both an institutional and a sectoral level in finance and other institution-wide operational services including facilities, recreational services, campus security, sustainability, audit services, and ancillary departments such as parking, bookstore and campus food services.

The University is a publicly-funded institution with controlled government grant and tuition fee contributions. As such, the Vice-President must create approaches to effectively manage the University in a constrained financial environment and ensure we continue to meet our academic and strategic priorities optimally.

As a member of the University's Executive Team, the Vice-President supports and encourages institutional

collaboration in the creation and successful implementation of key initiatives to support the achievement of the University's Strategic Directions.

The incumbent will ensure that people, activities, resources and services are aligned to support critical University initiatives. The Vice-President will provide strategic advice and guidance to the President and other members of the Executive Team. The Vice-President works with the University's Board of Regents, Board Sub-Committees, and participates at a leadership level to provide guidance to the University's affiliated entities responsible for capital development and fundraising.

Furthermore, the Vice-President develops and maintains effective working relationships with government as it relates to our funding and other substantive financial matters.



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The Vice-President oversees the University's total budget, with revenues exceeding \$156.7M and a unit budget of \$38M, and staff complement of about 80 individuals.

# The Candidate Requirements

Candidates for the role of Vice-President, Finance & Administration will have extensive experience and operational functions within an academic or public sector, or similarly complex organization, which will reflect both strategic and operational planning and implementation. To be successful in this role, individuals who hold a graduate degree and/or a professional designation will be considered. Those holding an undergraduate degree and extensive experience in a senior level financial role in the academic or public sector may be considered.

The Vice-President will be an inspiring and innovative leader with the skills and vision to build an effective team and to establish spaces that excite innovation, and inspire change. The individual will naturally lean toward working collaboratively and collegially, and will lead a team that is creative, effective, and results-oriented. The Vice-President will possess strong organizational, managerial and facilitation skills; bring experience in a senior executive level; and possess a proven commitment to accessibility, equity, diversity and inclusion. The Vice-President will be an experienced team player, who is also capable of developing this competency in their team. The Vice-President will be exceptionally skilled at relationship building, articulating and mobilizing information, engaging in public-facing settings, and connecting with various stakeholders including local, provincial, and federal governments.

As a member of the senior leadership team, the individual will provide institutional leadership while leveraging their financial and operational expertise to support an outstanding student experience, and to create a positive and inclusive working and learning environment.

Although the advisory committee recognizes that no one individual possesses all the qualifications below in equal measure, it has developed a set of criteria to articulate the desired background, experience and personal qualities of the successful candidate.

## Strategic Leadership

- › Bring inspirational and strategic leadership to their role, and in support of UWinnipeg as a whole.
- › Lead with an authentic collegiality and collaborative style and a track record of advancing priorities and respecting the diversity of views and disciplines.
- › Participate in the creation and successful implementation of the University's strategic plan and initiatives, and creates and aligns Finance and Administration's vision and strategies.
- › Possess a strong commitment to, and successful track record in developing, inspiring, aligning and leading teams.
- › Hold the skills, energy and drive to move vision/priorities to execution and implementation.
- › Contribute actively and collaboratively at the executive level and provides guidance and leadership on issues, policy and strategies.
- › Work collaboratively with the President and other senior executives to provide leadership, guidance, and direction with respect to the University's business development, and campus-wide space/capital plans.





## **Administrative Leadership**

- › Superior oral, written communication, and presentation skills.
- › Excellent ability to present and share information in an appropriate manner, and with diverse audiences.
- › Identify initiatives that contribute to generation of new revenue streams for the University.
- › Provide leadership to a skilled management team, and ensure the development and alignment of unit operational plans, objectives goals.
- › Manage their direct reports; oversees and provides leadership and guidance with respect to their budget and staffing requirements.
- › Provide leadership, guidance and direction with respect to the University's building development plans in collaboration with the UWCRC.
- › Develop succession plans by identifying talented individuals, supporting and fostering their personal and professional growth.
- › Provide operational and financial support to UWinnipeg's Trusteed Pension Plan Board of Trustees, including but not limited to preparing budgets, reporting financial position, and overseeing the financial activities of the Board.
- › Demonstrate financial, operational and staff development/management acumen with a proven ability to work collaboratively organization-wide, both in a unionized and non-unionized environment.
- › Experience in leading an audit or other similar independent functions.
- › Serve as a University representative on relevant Boards, such as the Diversity Food Board and Community Renewal Corporations.
- › Advocate for the University to faculty, students, staff, government, other universities and the many communities that it serves.
- › Anticipate the needs of both internal and external stakeholders, recommend and prepare strategic approaches in advocating for the University's resource needs.
- › Prepare approach and strategy in support of the University's provincial grant allocations, and tuition and student fee policies.

- › Advocate and prepare for the provincial government's performance-based funding intention, in collaboration with the University's leadership team.
- › Commitment to supporting and enhancing a sustainable campus.

## **Commitment to Indigenous Engagement and Success**

- › Ensure Indigenous perspectives are part of our decision-making processes.
- › Enhance efforts to recruit and retain Indigenous staff.
- › Develop a welcoming and culturally-safe space that is supportive of Indigenous faculty, staff, and students.
- › Appreciate the importance of the University's commitment to Reconciliation and the Calls to Action.

## **Commitment to Inclusion**

- › Commit to an inclusive, welcoming, respectful and accessible workplace.
- › Value equity, diversity, and inclusion in strategic and operational priorities of the portfolio.
- › Share and celebrate successes of staff.

## **Interpersonal Skills and Competencies**

- › Demonstrate an ability to present on a wide and diverse range of complex issues with key internal and external stakeholders, including Boards and various levels of government.
- › Possess sound judgment, problem-solving, and decision-making skills that seek balanced resolution – balanced between fairness and firmness.
- › Able to be nimble and strategically agile, and with the ability to follow trends in the sector and in the discipline area(s).
- › Appreciate the higher education culture – one that embodies academic and research excellence, student success, and community engagement.
- › Possess a high degree of personal integrity, resilience, and motivation.
- › Meet and exceed goals successfully.
- › Able to exercise excellent judgment with a high degree of ethics and integrity.



# Living in Winnipeg, Manitoba

Winnipeg is one of the most affordable cities to live in across Canada, with a housing market that mirrors the city's stable and diverse economy. Winnipeg's unique historic neighbourhoods include century-old elm canopies and stately houses. The further you go from downtown in each direction you'll encounter new developments where the city has expanded into the surrounding prairie. Those living on the outskirts of the city enjoy spectacular prairie sunsets and expansive open spaces – including the chance to view the Northern Lights.

Winnipeg is surrounded by prairie, forest, and hundreds of lakes – including Lake Winnipeg, the world's 11th-largest freshwater lake. It is among the [top ten most bike friendly cities in Canada](#), thanks to its access to bike lanes, road connectivity, and flat terrain.

Winnipeg is also a global leader in technology, digital innovation and quality of life, and was designated one of the world's Most Intelligent Communities by the Intelligent Community Forum in 2021.

There is an abundance of interesting architecture, rich Indigenous culture, lively professional athletic organizations (football, hockey, soccer and baseball), and a wide range of unique shops, an abundance of exceptional restaurants, festivals, and concerts. The city is well known for its vibrant arts and culture. Winnipeg is home to the Royal Winnipeg Ballet; the Waumajuq Inuit Art Centre; the Manitoba Museum; the Winnipeg Symphony Orchestra, the Canadian Museum for Human Rights and many other venues that attract high caliber performers and exhibits, providing exceptional experiences at your doorstep. Community events, such as the Winnipeg Folk Festival, Folklorama, the Jazz Festival, the Children's Festival and the Fringe Festival, will immerse you in the "friendly Manitoba" culture.

Winnipeg is also a great place for foodies, with multitalented chefs offering authentic ethnic and regional cuisine at restaurants, patios, and food trucks across the city. No matter what your interests are, Winnipeg has a wide range of activities and attractions for every lifestyle.

Learn more about the [City of Winnipeg](#) and the [Province of Manitoba](#).



## THE UNIVERSITY OF WINNIPEG

### To Apply

To learn more about this significant leadership opportunity, please submit a comprehensive curriculum vitae and a cover letter of interest to:

**Ms. Pam Trupish, MPA**

Executive Director, Office of the President  
[p.trupish@uwinnipeg.ca](mailto:p.trupish@uwinnipeg.ca)

We thank everyone for their expression of interest – and are truly appreciative of the time individuals put into applying for this position. Thank you.

*The University of Winnipeg is committed to equity, diversity and inclusion and recognizes that a diverse staff and faculty benefits and enriches the work, learning and research environments, and is essential to academic and institutional excellence. We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*

*The personal information of applicants is collected under the authority of the University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act. All personal information collected via the recruitment process is used to assess the applicant's suitability, eligibility, and qualifications for employment, and to otherwise support recruitment activities. This information will be provided to participating members of the recruitment process.*

*Questions regarding the collection of your personal information may be directed to the Director, HR Services, 515 Portage Avenue, Winnipeg, MB, R3B 2E9 or 204.786.9066.*

**uwinnipeg.ca**