



UNIVERSITY OF ALBERTA

OPPORTUNITY PROFILE

Director, Athletics

ABOUT THE UNIVERSITY OF ALBERTA

WWW.UALBERTA.CA

The University of Alberta, founded in 1908, is one of Canada's foremost research-intensive universities with an operating budget of over one billion dollars annually and an enrollment of approximately 44,000 students. The external research funding is over 500 million dollars. The University is situated in the provincial capital of Edmonton, home to over one million people. The greater Edmonton area offers all the amenities of a large urban center and is known internationally for its thriving arts and festival scene, a vast array of sports and fitness opportunities, one of North America's largest stretches of riverfront urban parkland, and top-ranked health care. The University of Alberta has an institutional commitment to Indigenous Initiatives and Equity, Diversity, and Inclusivity.

The University of Alberta is teeming with change makers, community builders, and world shapers who lead with purpose every day. We are home to more than 44,000 students in 200+ undergraduate and 500+ graduate programs, over 13,000 faculty and staff, and 260,000 alumni worldwide, and have been recognized as one of Canada's Greenest Employers for over a decade.

ABOUT GOLDEN BEARS & PANDAS ATHLETICS

BEARSANDPANDAS.CA

The University of Alberta Golden Bears and Pandas Athletics is one of Canada's premier intercollegiate programs. The U of A competes in the Canada West conference, which resides under the U SPORTS national body, and is home to 24 teams and over 475 student-athletes. The U of A competes in the sports of Basketball, Cross-Country, Curling, Football, Golf, Ice Hockey, Rugby, Soccer, Swimming, Tennis, Track & Field, Volleyball, and Wrestling.



Vision

To be recognized locally, regionally, nationally, and internationally as a leader in the pursuit and achievement of excellence in sport.

Mission

To create a student-athlete-centered, coach-driven, and administratively supported university sports environment that will facilitate the academic, athletic, and personal development of young women and men. This is accomplished by providing internationally recognized high-performance sports competitions, high-performance coaching, resources, and a progressive approach to the ongoing development of university sports in Canada.

THE OPPORTUNITY

Golden Bears & Pandas Athletics provides a comprehensive Athletics program worthy of a large, highly ranked, research institution in Canada. Golden Bears & Pandas Athletics provides an impactful and meaningful experience in 13 different sports and 24 varsity teams for over 500 student-athletes across campus and academic disciplines each year.

In addition to the opportunities provided to student-athletes directly, Athletics is a multi-faceted organization, delivering equitable, diverse, and inclusive services designed to impact important aspects of the University community and the community at large.

- domestic and international student recruitment
- enhancing the student experience
- campus community building
- university brand enhancement
- broad community engagement in Camrose, Edmonton, and Northern Alberta respectively
- work-integrated learning.

The Director of Athletics holds the authority and accountability for the management of the Golden Bears and Pandas Athletics program at the University of Alberta. The Director of Athletics also oversees the sports operation of the Vikings Athletics program that functions within the Augustana Faculty.

Scope

Operating within the Dean of Students portfolio and reporting to the Associate Vice President (Student Experience), the Director provides strategic and operational leadership in the development and delivery of programs and activities related to the Athletics program. This is a high-profile leadership role that works collaboratively with Athletics staff, other departments, student/faculty groups, alumni/donors, and other community groups as it relates to Athletics at the University of Alberta. The position requires a driven individual with a demonstrated ability to align Athletics with overall institutional priorities, and the skills and expertise to define and lead change and meaningful partnerships. The Director will ensure that the Athletics department is fiscally responsible, and foster a high-performance environment that is diverse, inclusive, safe, and reflective of the University's overall mission.

As part of the AVP Senior Leadership Team, the Director will lead department-wide annual and long-term planning, policy development and implementation, financial management, and resource allocation. This role operates within the policies and procedures of the institution, and the rules and regulations established by U SPORTS and Canada West. Approximately 40 full-time Athletics staff, including 18 head coaches are normally provided with a high degree of autonomy to deliver their programs and meet expectations, in alignment with the overall strategy provided by the Director. The Director has significant supervisory responsibility, including hiring, delegation of work, performance management, and disciplinary action, up to and including termination, for Academic Teaching Staff (ATS) Head Coaches, Faculty Service Officers (FSO), Administrative Professional Officers (APO), Temporary Library Administrative Professional Officers (TLAPO) and Non-Academic Staff Association (NASA) staff. The Director will continue to support community engagement and academic excellence and will also lead the growth and expansion of the "Athletics footprint" of the university.

Key Roles & Responsibilities

Leadership, Planning & Decision Making

- Responsible for the success and growth of the Athletics department, assessing gaps between the current and desired state of the Athletics program. Collaborates with staff to develop Athletics strategic plans and enact strategies for the Athletics program that are in alignment with the University of Alberta and Dean of Students strategic plans and objectives.
- Through strategy, identifies various channels and resources of funding for the program and execute process until completion, thereby enabling the sustainable growth and performance of Athletics.
- Ensures Athletics policies are reviewed and revised to be effective in guiding decision-making and are consistent with university policy, including the development of Safe Sport policies to be integrated within the UAPPOL framework.
- Leads the Athletics Crisis Management team when required.
- Establishes clear performance expectations for each respective varsity team and administrative area, fostering an environment that encourages participation, innovation, adaptability, accountability, and initiative. Monitors and measures performance regularly and recognizes achievement.
- Creates a safe environment that supports the provision of an excellent student-athlete experience by supporting head coaches and administrative staff alike to take responsible risks and learn from setbacks and mistakes.
- Applies broad University policies, precedents, and procedures to make decisions within areas of accountability which may require interpretation and the balancing between competing priorities. Escalates decision-making when impacts are beyond the area of accountability or when decisions are precedent-setting.
- Analyses complex situations to find solutions. Gathers, interprets, synthesizes, and evaluates information from a wide range of sources and perspectives. Reasons critically and thinks conceptually based on a thorough understanding of the unique context of performance sport and the risk to the reputation of Athletics and the institution.
- Integrates models of effective/promising practices in areas such as sustainability, wellness, and social determinants of health, and fosters a culture in sport that embraces and enacts the principles of equity, diversity, inclusion, and Indigenization.

Human Resources/Talent Management

- Identifies, acquires, develops, manages, and supports collective and individual talent from both collective agreements (NASA and AASUA) with overall responsibility of a staff of approximately forty (40) and accountability for over one hundred (100) part-time and/or off-campus coaches and support staff within Golden Bears & Pandas Athletics.
- Works towards establishing a diverse workforce reflective of the broader university and sports communities.

- Creates an environment where staff are prepared for and supported to succeed within the fast-paced and often public-facing positions with an Athletics program.
- Sets and communicates clear performance expectations for staff. Gives honest feedback to staff, consistently recognizes performance but also effectively identifies and coaches' performance issues. Performance management occurs both as a direct supervisor of individual staff and as well as in a leadership role within the Coaching Academic Teaching Staff Evaluation Committee.
- Oversees discipline and termination of employees.
- Through the CATSEC process there are currently 14 Head Coaches & 1 General Manager evaluated as ATS staff through that evaluation committee. The Director is responsible, with support from the Associate Director(s), for completing the annual performance letters and meeting with each of the staff in preparation for the committee hearing.
- Responds to grievances and interpret the Collective Agreements.

Resource Management

- Designs and implements solutions to operational challenges that include working toward establishing a sustainable financial model for Athletics, including revenue generation activities and other business development initiatives.
- Works collaboratively with staff and university finance partners to create an annual Athletics budget and ensure sound financial management practices and accountability for Athletics. Ongoing monitoring of budget and evaluation of staff management within their respective budget areas.
- Works collaboratively with university stakeholders, specifically Campus & Community Recreation in the management and oversight of the Athletics & Recreation fee as a part of the overall Mandatory Non-Instructional Fee (MNIF) strategy.
- Ensures the scope and cost of initiatives are planned, monitored, and controlled. Demonstrates responsible use of scarce resources (physical, human, and financial) In the context of a partnership agreement between Athletics and Campus & Community Recreation.
- Collaborates with Facilities and Operations in planning for the ongoing development, operation, and maintenance of U of A sports facilities that are critical to the success of the Athletics program.
- Identifies and secures resources as required; reallocates resources as necessary. These efforts include regular communication and coordination with Senior Administration, Advancement, and Alumni Relations staff, and regular and ongoing communication with alumni groups and individual donors.
- Works collaboratively with inter-departments towards effectively and efficiently using the various facilities.
- Manages competing interests and priorities of 24 varsity teams within the Athletics program that share many critical and finite resources. Making ongoing decisions to advance priorities and distribute finite resources among the varied teams and administrative units.
- Develops and/or implements University policies and procedures, as appropriate.

Communications, Engagement, and Issues Management

- Amplify the visibility and profile of Athletics and promote integration into the broader UofA community.
- Builds relationships with various stakeholders, internal and external partners, friends, and allies for the long-term betterment of the Athletics program that ultimately benefits the university.
- Leads community advocacy and community engagement programs.
- Identifies key influencers and creates internal networks on campus and in the community that recognize the importance of a healthy and successful Athletics program. Uses networks to shape objectives and build support for ideas, initiatives, and directions.
- Fosters collaboration within the area and across the university, across Canada West, and U SPORTS member institutions. Share information when appropriate. Identifies opportunities and develops strategies for collaboration. Encourages staff to participate in collaborative initiatives within the institution and the respective sporting communities.
- Develops positive overall relationships, address issues or conflicts immediately, and provide beneficial resolution.
- Institutional representative at national (U SPORTS) and regional (Canada West) meetings. Works collaboratively and is actively engaged in the administration and governance of these organizations, including compliance with rules and regulations of these governing bodies.

Key Metrics of Success:

- Implementation of the Business Model Review recently conducted by the University.
- Continued revenue generation for the program: Strive to find ongoing funding resources to drive competitive excellence and sustainable growth.
- Continue to support the competitive success of athletes and create a strong “Athletic Experience” at the University.
- Advance the culture of inclusion and progress in the program.

THE PERSON

Qualifications & Education Requirements

- Broad and substantive experience in performance sports is required with a preference to post-secondary sports administration experience.
- Experience with Health and Wellness for student athletes and the healthcare system in Canada.
- A bachelor’s degree is required, a master’s degree is preferred, and a PhD would be an asset.

Knowledge, Skills, and Abilities

- Working knowledge of university policy and procedure.

- Strategic and critical thinking in addition to administrative and organizational skills. A solution-driven approach with the ability to make sound decisions.
- Governance and regulatory experience. Ability to stay politically astute.
- Comprehensive ability to read, gauge, and execute departmental fiscal records and proceedings. Financial knowledge is mandatory.
- Ability to drive and increase revenue growth through various revenue-generating channels.
- Mentorship leader with the ability to embrace change, creativity, and innovation.
- Strong knowledge of university sports in Canada and North America.
- Community advocate: Ability to build relations with internal and external stakeholders and maintain the rich community and student experience within the broader Athletics circle.
- Knowledge of facilities allocation, operation, and management.
- Excellent verbal and written communication skills with the ability to adapt communication style and to collaborate with student-athletes, sports administration colleagues, University academic staff, and senior leadership.

COMPENSATION

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

EXPRESS YOUR ENTHUSIASM

Our organization values diversity, equity, and inclusion in all aspects of its operations. Candidates are invited to contact us directly with any accommodation requests.

For more information about this important leadership opportunity or to apply, please contact:

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