



## JOB OPPORTUNITY

### Director of Administration – TERM

**SK Arts is seeking a highly motivated, results-oriented individual to fill the term position of Director of Administration.**

SK Arts, the operating identity for the Saskatchewan Arts Board, provides grants, programs and services to individuals and groups whose activities have an impact on the arts in Saskatchewan and ensures that opportunities exist for Saskatchewan residents to experience all art forms. It pursues partnerships and delivers arts funding programs and special initiatives that provide opportunities for artists and arts organizations working independently or collaboratively to create their work and for communities and schools across the province to engage in arts activities. SK Arts considers equity, diversity, and inclusion as advantages and strengths that enhance our perspective, strengthen our work, and contribute to our innovation.

Reporting to the CEO, the Director of Administration has primary responsibility for the human and physical resources of SK Arts. The individual in this position will have responsibility for:

- oversight of human resource management and policies;
- long-term and day-to-day management of the agency's capital assets, technologies, and supplies; and
- supervision of the agency's administrative team.

Additionally, as a member of SK Arts' management team, the Director of Administration will provide advice and support on decisions that enable the fulfillment of the agency's mandate.

<u>Employment Type:</u>	<b>Term: November 1, 2023, continuing through March 31, 2024</b> (covering medical leave so may have some opportunity for extension)
<u>Salary:</u>	\$7,755 monthly <b>may</b> be negotiable for individual with significant similar work experience in a Government setting
<u>Employment Location:</u>	SK Arts office, Regina
<u>Application deadline:</u>	Monday, October 2, 2023, at 4:30 p.m.
<u>Applications <i>must</i> include:</u>	Current resumé and cover letter that reference the full Position Description (attached), demonstrate how you qualify for this position, and describe how you achieved the knowledge, skills, and competencies that indicate you can successfully perform the key responsibilities and outcomes.
<b>E-mail applications to:</b>	<b>careers@sk-arts.ca</b>

As a condition of employment, the successful candidate must submit a favourable Criminal Record Check.

SK Arts strives to be a workplace of choice that recognizes and empowers its people, promotes continuous learning, and provides value for the public. SK Arts is committed to employment equity and workplace diversity and encourages applications from all qualified people, including Indigenous and Métis peoples, persons with disabilities, visible minorities and new Canadians, LGBTQ2S+ peoples, and people who identify from other marginalized communities. We are also committed to providing access, equal opportunity, and reasonable accommodations for individuals with disabilities in all environments, services, and programs. To request an accommodation before entering the interview phase, contact Chip McDaniel at cmcdaniel@sk-arts.ca or 306-550-6348.

While we appreciate and thank you for your interest, only those selected for interviews will be contacted.



## POSITION DESCRIPTION

### Director of Administration

**Revised:** 2023-08  
**Issued:** 2015-12

**Approved by:** Chief Executive Officer  
**Administered by:** Director of Administration

#### Applicable References:

- *The Saskatchewan Employment Act*
- *Saskatchewan Arts Board Act, 1997*
- *The Arts Board Regulations*
- *SK Arts Strategic Plan*
- *SK Arts Policies*
- *Collective Bargaining Agreement: Saskatchewan Arts Board and SGEU Local 2288*

#### Direct Reports (currently five individuals):

- *Administrative Coordinator – Corporate Services*
- *Administrative Coordinator(s) – Programs (currently three individuals)*
- *IT Systems Administrator*
- *Administrative Coordinator (position currently vacant)*

## ORGANIZATION OVERVIEW

SK Arts provides funding and support to the arts for the benefit of all people in Saskatchewan. The agency offers grants, programs, and services to individuals and groups whose activities have an impact on the arts in Saskatchewan and ensures that opportunities exist for Saskatchewan residents to experience all art forms.

SK Arts considers equity, diversity, and inclusion as advantages and strengths that enhance our perspective, strengthen our work, and contribute to our innovation.

## POSITION PURPOSE AND IMPACT

The position of Director of Administration is integral to the implementation of SK Arts' strategic and business plans and contributes to public recognition of SK Arts as an organization that is shaped by the creative strengths and diversity of the province's artists, arts organizations, and arts community. The Director of Administration works in an environment that is mission- and results-driven and community-oriented.

Reporting to the CEO, the Director of Administration will assume primary responsibility for the human and physical resources of SK Arts. The individual in this position will have responsibility for oversight of human resource management and policies; long-term and day-to-day management of the agency's capital assets, technologies, and supplies; and supervision of the agency's administrative team. Additionally, as a member of SK Arts' management team, the Director of Administration will provide advice and support on decisions that enable the fulfillment of the agency's mandate. In all of their activities, the Director of Administration shall be an enthusiastic ambassador and administrative representative of SK Arts.

## ACCOUNTABILITY

The Director of Administration reports to the agency's Chief Executive Officer. The Director of Administration works collaboratively with SK Arts' management team and other SK Arts staff members.

This is a full-time position based in Regina. Intermittent travel, particularly between Regina and Saskatoon, and occasional irregular hours are required. Although SK Arts is a unionized environment, the Director of Administration is an out-of-scope management role.

Conditions of employment include submission of a satisfactory Criminal Record Check.

## **KEY RESPONSIBILITIES**

### **Human Resource Management**

- Embrace best business and human resource practices in all agency matters.
- Develop and manage the organizational structure and reporting relationships.
- Ensure key policies, strategies, processes and best practices are in place in the areas of staff management, equality, inclusivity, diversity and professional development.
- Manage and evaluate all human resources policies and related activities, including payroll and practices related to employee evaluation, benefits, time off, vacation, and sick leave.
- Lead search processes for vacant positions, negotiate contracts (as necessary and possible) with successful candidates, and work with successful candidates to ensure completion of all necessary SK Arts forms and information.
- Oversee negotiation and administration of any Collective Bargaining Agreements and the maintenance of beneficial relationship with union representatives.
- Serve as primary contact with the union regarding all matters related to working conditions, whether or not they are included in the existing Collective Bargaining Agreement.
- Participate as a member of joint employee/management committees, including but not limited to the joint union/management working group, the Occupational Health and Safety Committee (serving as Management Co-Chair), and the Classification Plan Working Group.
- Encourage and facilitate learning and skill development that will assist capacity-building activities within SK Arts.
- Manage organizational development through identification of individual and collective professional development needs and implementation of appropriate responses to those needs.
- Ensure the agency upholds the established standards of health and safety management and operates in an environment where the Board, staff and public can work and visit safely.

### **Physical Resource Management – Facilities**

- Establish key policies, strategies, processes and good practices in the areas of office and building management and maintenance, and environmental sustainability.
- Lead any relocation of physical office space, including but not limited to real estate searches, required legal research, capital or leasehold improvement projects, and ensuring all approvals are received from Board and Government and any municipal codes are met.
- Lead any feasibility studies related to physical office space, including but not limited to development of terms of reference for the study, management and oversight of any RFP and selection process, and ongoing supervision of contracted consultants.
- Serve as primary contact for SK Arts' physical premises (currently three discrete locations), including acting as liaison with landlords of each premise.
- Supervise ongoing maintenance of SK Arts' physical premises, including regular cleaning, ongoing maintenance/repairs, and any extraordinary repairs and/or leasehold improvements.
- Oversee security matters for SK Arts' physical premises, including acting as an emergency security contact for the Regina office.
- Ensure that the agency upholds established standards of health and safety management, including the existence of up-to-date emergency evacuation plans, for all of SK Arts' physical premises.

### **Physical Resource Management – Capital Assets**

- Establish key policies, strategies, processes and good practices in the areas of management and renewal of capital assets.
- Manage SK Arts' technological needs, including both new equipment and ongoing maintenance of existing equipment, within the established capital and operating budgets of the agency. This includes but is not limited to managing the relationship with the agency's IT support provider, ensuring that appropriate security measures are enacted and maintained and that all staff is trained

in these measures, overseeing business continuity plans, and identifying any areas of new or ongoing risk.

- Manage SK Arts' needs related to physical office furniture and storage, including both new equipment and ongoing maintenance of existing equipment, within the established capital and operating budgets of the agency.
- Work with the Director of Finance to establish and maintain tracking, including making provision for depreciation and/or disposal as appropriate, for all physical assets of the agency.
- Oversee the management of SK Arts' administrative supplies within the established operating budget of the agency.
- Ensure appropriate Records and Information Management processes exist at SK Arts as per legislation and policy guidelines from the Government of Saskatchewan.
- Oversee activities related to privacy act and freedom of information requests.

### **Staff Supervision**

- Lead and develop an effective administrative team environment through direction and mentoring of staff.
- Ensure the agency is supported by appropriate administrative human resources necessary to achieve agency goals and initiatives.
- Provide direct supervision and management to Direct Report positions listed above, ensuring that their work supports SK Arts' objectives and is being completed in a manner that accords with any applicable Collective Bargaining Agreements, SK Arts' policies, and appropriate legislation.
- Oversee orientation and training of all new personnel in Direct Report positions listed above, ensuring that new staff members at SK Arts receive the necessary training to complete their assigned responsibilities and welcoming them to the agency in an open and helpful manner.
- Undertake regular meetings with all Direct Report positions listed above, ensuring that staff members have appropriate resources to complete their responsibilities and helping with the creation, as requested or required, of their work or professional development plans.
- Evaluate staff performance and classification of staff positions as established in the Collective Bargaining Agreement.
- Work with other management team members to build a collegial, cooperative work environment in which the strengths of each team member are recognized, supported, and commended.

### **Management Team Responsibilities**

- Work as a collaborative member of the management team, attending and contributing in a respectful manner at all team meetings.
- Collaborate with the CEO and management team in the development of annual operating and capital budgets, resource allocation planning, and decision making.
- Advise on and support decisions of the Board of Directors and the CEO that enable the fulfillment of SK Arts' mandate.
- Provide support for other management team members, including assistance with vacation coverage.
- Ensure that the work of all employees reflects SK Arts' mission, vision, and guiding principles.

### **KNOWLEDGE AND EXPERIENCE**

The key deliverables for the position require the following competencies and qualifications:

- Minimum of bachelor's degree (or equivalent) supplemented by five to ten years' experience in progressive positions in an administrative environment, particularly within a public sector agency or non-profit agency of similar size and scope.
- Significant human resource education and/or training, possibly including CHRP designation, specialized training, post-secondary study, and/or significant experience as a human resources professional.

- Prior experience in human resource management within a unionized environment, particularly related to issues including but not limited to negotiating a Collective Bargaining Agreement, building relationships with union representation, and payroll and benefits administration.
- Strong experience in facility management and oversight including, if possible, oversight of significant projects related to capital improvements and/or major repairs.
- Strong understanding of technological business solutions and systems related to equipment and software as well as IT security.
- Understanding of and experience with legal requirements and best practices around Occupational Health and Safety.
- Understanding of and/or experience with Records and Information Management procedures in a public institution.
- In-depth understanding of the role of a Board of Directors, Board governance, and Board/management relationships.
- Proven abilities in discerning and analyzing issues, with decision-making capability and a proactive approach to problem solving.
- Conceptual and critical thinking and problem-solving skills to analyze information and risks and make decisions that align with strategic and business plan goals.
- Proven ability to identify and assess relevant data, trends, and opportunities and to consider a variety of options and then determine and recommend or implement an appropriate action or strategy.
- Ability to work independently and collaboratively to plan and carry out assignments in an effective, organized and timely manner with excellent attention to detail, especially when planning and managing multiple jobs at once and during periods of heavy workload.
- Strong interpersonal and team- and relationship-building skills and well-developed communication skills (both verbally and in writing) with a variety of audiences, and the ability to be practical and calm, to listen, to accurately comprehend, to appropriately respond clearly and sensitively to diverse internal and external stakeholders in service of a healthy, collegial work environment.
- Experience handling confidential information with discretion.

### **Assets**

- Knowledge of the legislation governing the Saskatchewan Arts Board (SK Arts' legal name), and the agency's strategic objectives, and current programs.
- Extensive knowledge of the arts, artists, and arts organizations in Saskatchewan and awareness of the province's arts ecology.
- Knowledge of Saskatchewan's Indigenous, newcomer, and BIPOC populations, and/or peoples from other traditionally marginalized communities.
- Other assets are:
  - Fluency in French (both oral and written) or the language of a Saskatchewan Indigenous group.
  - Possession of a valid driver's license.