

# SAIT Students' Association

## Job Description



<b>Job Title:</b>	<b>Manager, Governance and Advocacy</b>
<b>Reports to:</b>	Director, Student Services Coordinator, Governance Administration
<b>Direct Reports:</b>	Coordinator, Policy & Compliance Coordinator, Research
<b>Position Type:</b>	Full-Time, Salaried
<b>Category:</b>	Management
<b>Travel Required</b>	Moderate (Conferences, Training, Etc.)
<b>Location of Work</b>	Governance and Advocacy Office –SAIT Polytechnic Main Campus

### Job Purpose

Reporting to the Director, Student Services, the Manager, Governance and Advocacy (MGA) is accountable for executing all governance and advocacy initiatives for the organization, including, but not limited to: academic and non-academic student appeals, hearings and concerns, advocacy efforts, policy development, and governance priorities. In addition, by analyzing and interpreting government and institutional policies and objectives, the Manager of Governance & Advocacy is responsible for providing policy analysis and strategic advice to the Board of Directors and senior staff to accomplish the policy and advocacy-related objectives of the organization.

### Duties and Responsibilities

#### Governance

- Develops, reviews, monitors and maintains governance documents and good governance practices for the organization (bylaws, policies, procedures, handbooks, etc.);
- Mentors, trains and advises staff and student leaders on aspects of good governance and revision processes;
- Collaborates with the DSS and the Chief Returning Officer (CRO) to successfully plan, execute and monitor the organization's election processes;
- Organizes, facilitates, executes and monitors the training and ongoing support for the Board of Directors to ensure the student leaders are equipped to govern;
- Supports the Board of Directors (i.e. student leaders) in the monitoring and evaluation of the Board's Governance Processes as outlined in Saitsa's Governance Policy Manual;
- Supports the Board of Directors in the preparation and execution of all governance-related activities (meetings, agenda planning, minute taking and review, annual planning, portfolios, remuneration, etc.).

#### Advocacy

- Initiates, oversees and executes research into, and analysis of, institutional practice and policy pertaining to academic and non-academic aspects of SAIT student life;

- Offers strategic advice and support in the development and execution of internal, institutional and external advocacy action plans and coordinate long-term advocacy projects;
- Prepares regular briefing notes for the DSS and Executive Director on the work of advocacy groups (Canadian Alliance of Student Associations and Alberta Student Executive Council) and the institution (Board of Governors and other relevant groups);
- Advises on the strategy and policy initiatives of both ASEC and CASA;
- Stays apprised of developments related to the institution and all levels of government and identify strategic opportunities for collaboration to successfully execute the organization's advocacy goals;
- In collaboration with the Board of Directors, provides academic and non-academic advocacy support to students seeking support for alleged violations of the Student Code of Conduct. Supporting the student includes, but is not limited to: advising on relevant policies, informing about the process and helping to prepare the student for hearings and formal appeals. As requested, also attending the student's formal meetings as the 'Saitsa Representative';
- Liaises with the Office of the Ombudsperson to develop and maintain relationships, be informed of developments that impact students, and inform the Office of trends and challenges identified when supporting students through hearings and appeals.

### Leadership

- Responsible for the overall administration of the department, including budgeting, human resources, metrics, succession planning and performance management;
- Responsible for the transition and training of the Board of Directors, includes all aspects of governance and advocacy pertaining to the organization;
- Plays a key role in the mentorship, recruitment and development of student leaders. Also responsible for the establishment and continuity of a Saitsa Alumni Network.
- Supports the Research Coordinator in the planning and interpretation of the organization's annual survey processes.

Other duties, as requested by the Director, Student Services.

### Qualifications

#### Education

Post-secondary education in a related field: public policy, non-profit governance, political science, community development, etc.

#### Professional designation

None

#### Knowledge, skills, and abilities

- Knowledge of all federal, provincial, and municipal legislation as it applies to the post-secondary environment;
- Experience drafting and interpreting policy is required

- Experience preparing policy/meeting briefs and lobby documents is required
- Experience supervising and mentoring a team of staff and students on a daily basis is preferred
- Strong written and verbal communication skills and critical thinking skills are an asset
- Familiarity with Policy Governance is an asset
- Ability to accurately and effectively conduct and analyze research and apply findings to governance and advocacy initiatives;

### Additional Skills

- Competent in Microsoft Suite (Outlook, Word, Excel, Powerpoint);
- Familiarity with Microsoft Teams and SharePoint is an asset;

### Personal characteristics

The **Manager, Manager of Governance & Advocacy** should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Leadership:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

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- **Think Strategically:** Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.

### Experience

- 4 or more years of advocacy and/or governance experience in a non-profit organization. Project management experience is an asset.

### Working Environment

\*\*Due to the COVID-19 Pandemic, the successful candidate will be expected to complete some of their work remotely. As restrictions and Public Health guidelines change, the remote working schedule may change as well.

environment is primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting, frequent reading and computer use. Required to work some evenings/weekends for meetings, function attendance, and high demand periods. Moderate overnight travel to attend conferences, retreats and training.

To apply please email Alyson Murray, Manager of Staff Experience at [alyson.murray@edu.sait.ca](mailto:alyson.murray@edu.sait.ca) by 4:00pm Wednesday August 4<sup>th</sup>, 2021.