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Executive Brief

In the recruitment of
Vice-President Finance and Administration & CFO
for Yukon University





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Organizational Profile

YUKON UNIVERSITY

Our 13 campuses are located on the traditional territories of the 14 Yukon First Nations (YFN). We respect and honour Yukon First Nations knowledge, worldviews and educational priorities in every aspect of YukonU. Yukon University is Canada's newest university, and Canada's only university north of the 60th parallel. As an institution that offers a broad range of programs and is as committed to the value of skilled trades training as it is to the value of a diploma or a degree, Yukon University meets the education needs of the North. With tailored learning opportunities and programs, the University's thirteen campuses play a critical role in delivering education throughout the Yukon.

Yukon University traces its history to the founding in 1963 of the Whitehorse Vocational and Technical Training Centre (soon after renamed the Yukon Vocation and Training Centre), located on the banks of the Yukon River in downtown Whitehorse. College status was granted in the spring of 1983 when the Yukon Vocational and Technical Training Centre became Yukon College, and in 1988 the Whitehorse campus moved from downtown to its current location, 2km up the hill. In spring of 2020 Yukon College was granted university status and all thirteen campuses were renamed Yukon University.

As a new university, YukonU builds on existing strengths and will be known for unique, relevant, niche programming and research in the areas of: Indigenous self-determination and governance; climate change, society and environment; and resource development, technology and innovation.

With over 50 degree, diploma, certificate and trades programs, local learners access opportunities without needing to leave home – those from across Canada and internationally are invited to deepen their understanding of YukonU's rapidly changing circumpolar world.

13
campuses

14
YFN Territories

1963
founded

2020
university status

50
programs

STRATEGIC PLAN

The establishment of Yukon University in May 2020 achieved a significant objective of the institution's 2013 and 2016 strategic plans. Both plans were created following extensive consultation with Yukoners and set by the Board of Governors, which draws representation from Yukon First Nations, Yukon communities, students, staff and faculty.

In late 2020, Yukon University embarked on the development of its first five-year strategic plan as a university. The Board of Governors engaged with and sought input from Yukon First Nations governments, the business community, municipal leaders, the Yukon University Foundation, as well as The President's Advisory Committee on First Nations Initiatives, Indigenous youth and elders, Yukon Community Campuses, Yukon staff and faculty, the Governing Council of the Centre for Northern Innovation in Mining and the general public.

In August 2021, the Board appointed a new president to finalize and implement this Strategic Plan. The 2022–2027 Strategic Plan, *Becoming* is soon to be launched and outlines the fundamental aspirations and priority actions for Yukon University as they step through their first years as a university.



VISION AND MISSION

Vision

Yukon University will become a thriving learning and research community leading Canada's North.

Mission

We provide inclusive, quality education experiences that equip learners to seize opportunities, make change and positively impact local and global communities.



OUR VALUES

Integrity

We exist with commitment and responsibility to academic freedom, research integrity and scholarly excellence. Honesty, fairness, respect and ethical behaviour guide all we do. We encourage uncompromising questioning of the status quo, both in our institution and in our impact in the world. We promote bold and confident action in our quest for better solutions to the pressing problems of the North and the world.

Quality

Quality is imperative to bringing our mission to life. We promote high-quality programs and services by aligning our priorities with our resources and investing strategically. We invite external perspectives as required, to help us improve continuously in all facets of our operations. We strengthen a culture of excellence, including in the development and delivery of relevant, innovative programs and courses.

Just society

We embrace our influence as a driver of social and environmental change. Advancing a just society for all means we recognize that we are part of a collective and that we have responsibilities to and for each other. We are committed to Truth and Reconciliation and to support the self-determination of Yukon First Nations. We also see our role in advancing equity, diversity and inclusion in all our endeavours. That's why we empower students, staff and faculty to achieve their fullest potential and help to create a kinder, better future for all.

Relationships

Respectful relationships bind our common purpose. Above all else, we nurture a culture of deep listening, critical dialogue and respectful engagement. We care about the wellbeing and connectedness of our employees and students; through this profound sense of belonging, together we create the community that is Yukon University. We were built on a foundation of reciprocal relationships with Yukon First Nations, government, community and industry partners, and we will continue to invest in these relationships so that we can remain responsive to the education and training needs of the North



YUKONU AT A GLANCE

There are [13 Yukon University campuses](#) throughout the Yukon.

Home to over 4,200 students

- Over 1,200 full and part-time credit students
- Over 3,000 non-credit students each year
- 26% of all students identify as Indigenous
- Over 350 full time staff and about 380 casual or contract staff

7 schools or programs

- [Indigenous Governance Degree Program](#)
- [School of Liberal Arts](#)
- [School of Health, Education and Human Services](#)
- [School of Skilled Trades](#)
- [School of Science](#)
- [School of Business & Leadership](#)

Polaris Project

As we near the mid-point of our first Strategic Plan, we are embarking on one of our most transformative opportunities to date – the construction of a new science building.

Captured within the project name of "Polaris," the building to be realized will, through its design and intention, invite and cultivate an interplay between Yukon First Nations culture and ways of knowing, and western approaches to learning and knowledge generation. It will become a place to learn, to teach and to create knowledge in new and transformative ways, and a place that opens minds to different approaches and to new ideas for the direct purpose of helping to advance understanding of complex issues of relevance to the North.

For more details on Yukon University's plans and reports, we invite you to visit [here](#). This webpage includes:

- [Annual Report](#)
- [Audited Financial Statements](#)
- [2015 Ayamdigut Campus Master Plan](#)



GOVERNANCE

Board of Governors and Senate

Yukon University operates under the authority of the [Yukon University Act](#) and is governed by a Board of Governors and a Senate. The [Board of Governors](#) act on behalf of the public. As representatives from both the University and community, their role is to set and govern the University's mission and strategic plan. The academic governance of the University is vested in [Senate](#), as outlined in the Yukon University Act.

University Chancellor

The [Chancellor](#) of Yukon University is appointed by the Board of Governors and acts as a bridge between the institution, the students, and the broader community.

ADMINISTRATION

President & Vice Chancellor

Yukon University is forging a new future, for the North, for the Yukon, and for the institution. Please click [here](#) to learn more about YukonU's President, Dr. Lesley Brown.

President's Executive Council

The [President's Executive Council](#) represents all the divisions across the institutions. The Council is the decision making and advisory table for topics and issues that are under the President's authority.

Senior Leadership Team

The purpose of the [senior leadership team](#) is to advise the president on cross-institutional issues and activities and to ensure communication throughout the University.

President's Advisory Committee on First Nations Initiatives (PACFNI)

The [PACFNI](#) is an external advisory committee to the President. It is comprised of educational representatives from each Yukon First Nation, and plays an important role by assisting Yukon University in its goal to increase the effectiveness of programs and services offered, with the ultimate goal being the success of all Yukon University students.

Position Profile

Reporting to and acting as a key advisor to the President, the Vice-President, Finance and Administration & CFO is a member of the President Executive Committee and is responsible for providing strategic financial leadership and direction to the organization. Additionally, the VPFA & CFO is responsible for ensuring excellence in financial and strategic capital planning and master planning oversight, and stewardship for all aspects of the University's financial operational services and facilities. The Vice-President, Finance and Administration & CFO will also support the Vice-President, Academic and Provost to achieve the academic mission of Yukon University. The role supports the execution and implementation of Yukon University's strategic plan, including the financial leadership to ensure that the business and operations of the university are aligned with the university's vision and mission and will ensure the long-term sustainability of the University. The Vice-President Finance and Administration & CFO, in conjunction with the University Secretary & General Counsel, will also serve as a key resource to the University's Board of Governors, to provide information, support and advice as required. Alongside these duties, the VPFA & CFO will also serve to connect with key government and regulatory officials, other post-secondary institutions and community partners, including Yukon First Nations.

The Vice-President, Finance and Administration & CFO's portfolio includes oversight for financial services, financial planning, facilities, ancillary operations, audit and information technology.

The Vice-President, Finance and Administration & CFO will place a strong emphasis on and strategic approach to planning, innovation, accountability, teamwork, transparency, and leadership.

The value you bring as a northerner

As a Northerner from the Yukon, you bring an understanding of this special place. You have seen the development of a College in the Yukon and the transition of that College to a University with a goal of providing access to post-secondary education for all citizens of the Yukon and Yukon First Nations. Your understanding of the north and your passion for its future will influence the direction of Yukon University for future generations.

SUMMARY OF KEY RESPONSIBILITIES

The Key Responsibilities for the Vice-President Finance and Administration and CFO

Provides leadership and overall University direction to ensure the long-term financial health and sustainability of Yukon University by:

- Leading and overseeing all aspects of the University budgeting planning process, ensuring adherence to University policies and procedures, addressing any financial concerns.
- Recommending and leading development and implementation of fiscal policies that support operational effectiveness, efficiency and sustainability
- Ensuring adherence to government guidelines related to expense procurement.
- Leading University investments, including the internal administration of employee pension plans and the development of policies, practices and procedures.
- Providing direction and assistance to all administrators and department managers to promote cost efficiencies and accountabilities in areas of budget and expense management
- Ensuring financial analyses, reports and proposals are prepared and communicated appropriately, both internally and externally.
- Developing and guiding the implementation and maintenance of financial and other controls that are necessary to protect the University's assets and ensure good order.
- Providing guidance and access to analytical data (including contextual data) to support evidence-based decision-making and institutional planning efforts;
- Ensuring the accuracy, availability and timely provision of data to support financial planning activities, including operating revenues in support of recommendations for human resource planning, capital, space and equipment needs;
- Overseeing and guiding the internal reviews of financial activities of the University to mitigate and prevent institutional liability in financial operations and facilitate access to institutional records for independent auditors during annual audit. Liaising with and serving as primary point of contact for the Office of the Auditor General as required and ensuring timely completion of all audit requirements.
- Ensuring the University has appropriate processes in place for reporting suspected irregular activities. Where appropriate, support the investigation/examination of suspect activities.

Provides leadership and overall University direction to ensure adequate financial and physical resources to support Yukon University's long-term goals, objectives and strategic plan by:

- Overseeing the update or development and the implementation of the Campus Master Plan, Space Use Policy and Sustainability Plan, in support of the University's strategic objectives. Ensuring the planning, design and completion of functional space, new capital and facilities renewals projects in a strategic, responsible, cost effective and timely manner. This includes direct oversight of the University Infrastructure department through a direct reporting relationship with the Director, University Infrastructure.
- Developing and overseeing an effective and sustainable retail and campus services business model to ensure exceptional services to students and staff and positive financial performance. This includes direct oversight of the Hospitality Services department through a direct reporting relationship with the Director, Hospitality Services.
- Working with an innovative mindset to ensure that ancillary operations meet the needs of students and other community members in support of the success of the University.
- Providing guidance and oversight to the office of the Chief Information Officer, ensuring high quality, secure and highly reliable IT systems, services and security.
- Leading the transformation of the budget and operating models of the University as required through innovation, new revenue generation opportunities, expense reduction, procurement and harnessing the power of technology and productivity to ensure leading operational effectiveness and efficiency.
- Working collaboratively with the President and the Executive Team in developing the operating budget, keeping the President and the Executive team apprised through each development.
- Working with the Associate Vice President University Relations to be an effective partner in managing philanthropic support received through donor activities
- Leading a highly skilled internal team to prioritize and drive forward innovations in capital planning, finances, and University operations.
- Providing leadership and support in establishing and maintaining a positive workplace culture and working environment. Direct reports include the Directors of Finance, University Infrastructure, Hospitality Services and Chief Information Officer for the University.
- Ensuring a healthy, safe, well-maintained and suitable working environment across all campuses for employees and students.
- Fulfilling the role of Co-sponsor of the Polaris Project alongside the Provost & Vice-President Academic.

Works collaboratively with all levels of the University to support Yukon University by:

- Acting as an officer of the Board of Governors and non-voting member of the Finance Audit & Risk Committee and serving as an advisor and resource as required.
- Making recommendations and advising the President on matters of policy and priorities, and contributing insight and direction in the identification, development and execution of strategies, plans and programs to advance Yukon University's strategic priorities.
- Functioning as the Acting President and Vice-Chancellor during absences, as required.

The ideal candidate for VP Finance & CFO will possess the following:

As the ideal candidate, you are resident in the Yukon Territory, you bring advanced education and/or professional credentials, along with leadership experience within a diverse portfolio of functions and in organizations with complex governance structures. You have demonstrated that you are strategic, innovative, collegial, and entrepreneurial and possess the strategic acumen and global thinking to enable you to set your sights on the horizon. You understand the goals of the university and can translate them into plans that support the University's mission, allowing students, faculty and staff to realize their goals, and ensuring Yukon University's sustainability in the broadest sense. You are a decisive leader who has an ability to delegate and empower direct reports to make decisions. You are passionate about how you and your team can collaborate with and support others in the pursuit of the academic, teaching and research mission of the University.

These key selection criteria for this role are outlined on the next page.

EXPERIENCE AND QUALIFICATIONS

The next Vice-President, Finance and Administration and CFO should possess:

- An advanced degree.
- Professional Account Designation (CPA).
- Experience in finance and operational leadership in a complex unionized organization. Experience in the post-secondary sector is considered a strong asset.
- Experience leading a diverse administrative or operational portfolio.
- Ability to focus on the future and to lead through change and demonstrated capacity to create opportunities for transformation.
- Experience in leading within a diverse portfolio of functions that embrace a service and solutions focus.
- Experience in developing and fostering strong positive relationships with Indigenous communities is considered a strong asset.
- Experience in fostering and maintaining positive relationships and partnerships both internally and externally within the community, business, government, and other institutions and organizations locally, nationally and internationally.
- Experience leading within complex, unionized environments and governance structures.
- Experience in financial and capital planning and management of comparable complexity and magnitude.
- Excellent knowledge of financial concepts and best practices and principles related to financial management.
- Experience in negotiating and managing contracts, relationships and partnerships.
- Demonstrated ability to provide direction and support to a diverse team, fostering positive working relationships and a collegial culture grounded in transparency, collaboration, trust and inclusiveness.

COMPETENCIES AND PERSONAL ATTRIBUTES

The Vice-President (Finance and Administration) and Chief Financial Officer will be expected to demonstrate the following competencies:

Administrative, Financial and Operational Acumen

You have experience managing a large professional staff and implementing stringent operational control and reporting systems. You possess the skills necessary to effectively address a wide range of business, administrative, and legal issues in postsecondary education, including the implementation of various student and emergency protocols. You have strengths in planning and evaluation, budgeting, business and strategic resource allocation. You have excellent time management, organizational and problem-solving skills. You are a risk manager and can identify, assess and respond to risks using your decisive and clear judgement skills.

Relationship Building and Working Collaboratively

You are passionate about the academic, teaching and research mission of a university and fundamentally believe in the value that the University represents to the economy, the community and the future society. You appreciate and foster an inclusive culture where all ideas, perspectives, and experiences are invited and respected. You recognize the importance of cooperation and seek opportunities to collaborate across

the University to identify and solve interrelated challenges. You can identify, build and maintain formal and informal relationships and networks that add value to others, support the achievement of role-related objectives and further the interests of the University. You can work well with and through others. You are a trusted leader, innovator and colleague, someone who others turn to for ideas, advice, inspiration and guidance. You can develop and communicate ideas, strategies and solutions and build agreement through evidence, influence, and persuasion.

Commitment to Equity, Diversity and Inclusion

You have a strong commitment to increasing accessibility, equity, and diversity, and the ability to maintain an inclusive climate that reflects the University's goals related to equity, diversity, and inclusion (EDI). You bring a global perspective to your work and interact effectively and respectfully with people of different backgrounds. With a commitment to inclusive and operational excellence, you recognize the need for embedded and integrated EDI practices, and you leverage expertise to ensure EDI is considered within the scope of activities or projects. You actively seek to remove potential barriers, and you recognize the value of EDI within the direct team, project teams and work design.

Change and Innovation

You understand the University's objectives from a global perspective and how your role fits into this vision. You are relentlessly curious about what the world is like for others and adapt your behaviour and decision-making to the realities of the global marketplace. You are connected to a powerful support network which informs and adds perspective to your decision making. You have played a leadership role in the development and implementation of long-term plans and transformational or ambitious organizational change and are able to lead change and improvement to move the University ahead and enhance organizational results. You bring and can develop the skills, attitudes and behaviours needed to produce new or improved programs, services, outputs and strategies to meet current and future needs and gain competitive advantage. You are committed to moving the University forward in the areas of sustainability, environmental stewardship, accessibility and operational excellence.

People Development

You work genuinely to build capacity and foster individual, team and organizational development. You build and mentor a strong team around you that can expertly manage their portfolios, so you can focus on broader, strategic global challenges. You invite and encourage diverse ideas, perspectives and approaches and harness your global thinking by sharing your expertise and knowledge with your colleagues and partners, particularly your team. Your integrity, capability,

accountability and humour allow you to serve as a trusted mentor and motivator to your senior team, allowing them to build capacity and provide service excellence across a diverse portfolio.

Resource and Process Management

You are oriented to serve and seek to understand the organization's processes, objectives and context, and the needs and expectations of those you support. You are committed to operational excellence and able to align and efficiently manage resources (people, funding, materials and space) and processes to achieve organizational objectives. You see problems and challenges as opportunities. You don't say 'it can't be done', but instead say 'let's figure out how it can be done'. You are able to view an organization holistically and able to examine and connect the linking parts. You create sustainable and efficient standard processes for ongoing tasks and organize the work of others in a systemic and consistent manner, including defining people's roles to avoid overlapping responsibilities or ambiguous functions.

Strategic Prioritization

You are well versed in balancing complex and often competing priorities and have experience leading diverse teams to deliver results on time and to the standard expected of a University. You approach problems with a strategic lens necessary to advance broader institutional goals and objectives.

Deciding to Become a Candidate

If you are interested in exploring this opportunity further please reach out to:

Trika Macdonald | Human Resources
tmacdonald@yukonu.ca
867 456 8543

Please apply no later than close of business day,
November 1, 2024.

This opportunity is open to residents of the Yukon Territory. Preference may be given to qualified applicants who are Yukon First Nations citizens.