

**POSITION DESCRIPTION
CHIEF OPERATING OFFICER, FACULTY OF MEDICINE AND DENTISTRY**

POSITION: Chief Operating Officer (COO)

TERM OF APPOINTMENT:

Ongoing (Administrative Professional Officer)

REPORTING TO: The Dean

AUTHORITY:

- **From PSLA¹:** “A dean may delegate any of the dean’s powers, duties and functions as the dean considers appropriate and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation.”
- **From CACMS²:** “A medical school has in place a sufficient number of vice, associate, assistant deans, or positions of an equivalent nature; leaders of organizational units; and senior administrative staff who are able to commit the time necessary to accomplish the missions of the medical school.”

PURPOSE:

The Chief Operating Officer (COO) is responsible for leading and overseeing the overall administration of FoMD operations in such areas as finances, human resources, information technology, and facilities projects and planning. The position manages these functions within the Office of the Dean, provides related collaborative leadership for other administrative units within the Faculty and liaises with various central University of Alberta service groups. The COO reports directly to the Dean and contributes operational inputs to the Dean’s Executive Committee (DEC).

¹ PSLA: Post-Secondary Learning Act of Alberta

² CACMS: Committee on the Accreditation of Canadian Medical Schools. “The Committee on the Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education (LCME) in the United States, ensures that Canadian Medical Faculties’ MD programs meet the quality expected when producing tomorrow’s doctors.”

MAIN ACCOUNTABILITIES:**Scope:**

Preface:

The FoMD is a large and complex Faculty within the University of Alberta. There are 21 Departments (6 basic and 15 clinical), 7 Research Institutes, 16 Centres, 6 undergraduate programs, 57 residency training programs and 13 graduate programs. The Faculty is housed in 20 buildings, on and off the main UofA Campus, and includes 2,156 employees + 2,180 Clinical Faculty, a total of 2,598 trainees and has a budget of \$349 Million (2015-16 data).

The COO interacts with a wide range of University faculty and staff both within the FoMD senior leadership team and through the committees on which the COO serves as member or chair. There are also key interactions with personnel outside the University in certain health services, government and partnership activities. The COO has overall accountability for the FoMD budget which has complex facets including the University budget process and systems as well as the management of endowments, Alberta Health funding, donations, and research funding requirements. The increasing importance of information technologies (IT) in the Faculty is kept current by the COO as part of the position's administrative leadership. The FoMD has many facilities in which its activities are housed and, in collaboration with Central Facilities and Operations, the COO assumes a number of responsibilities for the planning, operations and maintenance of this infrastructure.

General Responsibilities:

1. Reports to the Dean and interacts with the Dean on a daily basis, providing operational/administrative support for the academic mission of the FoMD
2. Exhibits an awareness of the role of the FoMD in the University, Province and Country
3. Possesses an in-depth understanding of the financial status, pressures and opportunities of the FoMD
4. Collaborates with others, as appropriate, to ensure efficient and effective operations and use of resources within the FoMD
5. Demonstrates and encourages behaviours and attitudes that contribute to a positive FoMD reputation among students, community, other universities, and beyond
6. Leads the administrative staff of the Dean's Office and demonstrates/encourages a workplace culture beneficial to the success of staff, faculty and students
7. Within the jurisdiction of the portfolio, assures open communications with the University, physicians, management, and staff to ensure efficiency and high morale in a professional organizational atmosphere
8. Works with the Dean and DEC to maximize and efficiently utilize resources to achieve the FoMD Mission and fulfill the requirements of the FoMD Strategic Plan †
9. Ensures collaborative and transparent approaches for all of the above-listed roles and activities

Portfolio Responsibilities:

1. Supports the Dean in the building, coordination and submission to Central, of the Strategic Business Plan of the Faculty
2. Acts as the Faculty contact with central administration of University with respect to the Strategic Business Plan, resource management, and general aspects of FoMD operations and administration
3. Establishes the Faculty's projections in a four-year fiscal plan, monitors its progress and regularly communicates findings to the Dean and DEC
4. Briefs and keeps the Dean advised on resource issues impacting the Faculty
5. Works with the Dean and DEC to find creative solutions to resource challenges
6. Develops and maintains effective working relationships with Department Chairs, Institute Directors and other FoMD leaders
7. Serves as a member of the Dean's Executive Committee (DEC), providing inputs regarding resource and operational issues and implications
8. Contributes to the effectiveness of DEC working as a team
9. Plans and manages the resources (financial, human resources and information technology) of the Faculty in an efficient and effective manner, through work with the Dean, DEC, Departments, Institutes and other Central support units, as applicable
10. Works with the Dean, DEC, Chairs and others to ensure that each operating unit has a reasonable budget and manages resources assigned in accordance with Faculty and University policies and guidelines in a fiscally responsible manner
11. Oversees and ensures appropriate supervision of administrative staff within the Office of the Dean but does not direct the detailed work for all such staff
12. For the FoMD, as a whole, provides leadership and guidance for operations and administration, often through the Faculty Administration Council (FAdC)
13. Convenes and chairs regular meetings of the Department Administrators Committee and the Faculty Information Management Steering Committee (IMSC)
14. Works with DEC, Chairs, Directors, and others, as appropriate, to ensure highly effective administrative units within the FoMD and to resolve operational problems
15. Provides operational continuity in administrative functions as other leaders/incumbents change over time (e.g., Dean, other Decanal Leaders, Chairs, etc)
16. Acts as the Senior Financial Officer (SFO) for FoMD as defined by the University's Policies and Procedures.
17. Primary FoMD contact for financial and various special purpose internal and external audits.

BUSINESS PLAN ACCOUNTABILITIES:**Strategic Initiatives:**

1. Contributes to the Faculty Strategic Plan and to strategic planning, in general, as a member of DEC, leading selected initiatives, as delegated. Coordinates the Faculty's annual reporting against the University's institutional plan.
2. Assesses and provides advice regarding the operational implications of the Strategic Plan and other initiatives

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3. Works with the Dean and Faculty leadership to achieve the various stated goals and objectives and to operationalize the Strategic Plan to advance education, research, service, and administration within the FoMD
4. Provides leadership and guidance to FoMD in matters related to operations and administration but does not assume direct responsibility for all such activities (e.g., at the Department level)
5. Works with other medical schools, as appropriate, for information-gathering and collaborative decisions regarding common factors impacting the operations of Canadian and American medical schools, including their strategic directions and innovations
6. Works with the Dean and DEC to establish and maintain multiple and complex partnerships that advance the FoMD Mission
7. Works with the Dean, DEC and Assistant Dean, Advancement, to contribute to the FoMD advancement strategy
8. Provides advice to Dean and DEC respecting activities of the Provincial and Federal Governments, that affect the operations of the Faculty
9. Collaborates with Central Administration on joint projects and shared processes and practices to improve the University and FoMD administration systems
10. Collaborates with Alberta Health Services (AHS)³ at various levels on a wide variety of initiatives, including concurrent appointments and cost-sharing arrangements

Specific Responsibilities:

1. Recruits and leads an aligned, integrated and high-functioning administrative unit within the Dean's Office and Faculty, as applicable (to serve the FoMD in the areas of administration, finances, human resources, IT and facilities/operations and maintenance)
2. Works with departments in leading the recruitment and integration of departmental senior administrative professional officers (APOs) who have a joint-reporting relationship to the department Chair and the COO
3. Provides appropriate financial transparency, as guided by the Dean and DEC (e.g., annual financial presentation to the Chairs' Committee)
4. Provides appropriate guidance in University finance and financial management, to FoMD leadership, as requested by the Dean and/or DEC, and provide recommendations regarding skill development for leadership positions
5. In consultation with Dean's Executive Committee (DEC), Chairs and Institute Directors, supports human resources planning for the Faculty (includes recruitment, succession, collective agreements compliance, retirement options, etc)
6. For the Dean's Office, works with the Dean and others in reviewing/updating operating procedures and processes, role redesign, staffing, recruiting of staff, managing human resource issues (scheduling, performance reviews, performance problems, etc)
7. Responsible for hiring into senior administrative staff positions within the Dean's Office and coordinates the annual APO review process, working closely with department chairs, etc. for the joint-reporting APOs and other senior administrators; conducts performance reviews for direct reports, reviews and contributes to all APO annual

³ NOTE: The term "Alberta Health Services (AHS)" is used in this document to indicate the current providers of health services relevant to the FoMD and the term will be revised (and/or will be assumed to have been revised) if the designation of the provider of health services changes. When referring to AHS, the term is meant to include Covenant Health, as applicable.

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- reports, oversees staff lay-offs/terminations, and approves payroll requests and changes as per delegation of authority and Senior Financial Officer responsibilities
8. Contributes financial inputs to the FoMD Research Office to assist with their decision-making (e.g., for faculty start-up funds, endowed Chairs' funds, and other endowed research funds)
 9. Works with the Vice-Dean, Research, and the FoMD Office of Research to ensure that departments have established effective and efficient support for their researchers and compliance with financial accountabilities as set forth in University Policies and Procedures
 10. Leads MEDIT in information management technology infrastructure, initiatives and governance processes to ensure the needs of the Faculty are met and coordinated between pillars, within available resources (considers overall strategy, databases, systems, equipment, services, security, Central IST initiatives, etc.)
 11. Contributes to effective design and functioning of administrative roles, structures and processes within the FoMD
 12. Creates and maintains Terms of Reference for the Faculty Administrative Council (FAdC) and Information Management Steering Committee (IMSC)
 13. Leads the FAdC, Department Administrators Committee and IMSC and, through them, contributes to the establishment and functioning of efficient, effective and progressive administrative units throughout the FoMD
 14. Participates in major University administrative system and policy changes, advocating on behalf of FoMD needs, leading the rollouts to Faculty administration (e.g., People Soft Upgrades, UPlan, Acorn, AIM/CAFM, etc); briefs FOMD leadership on major changes
 15. Provides direction and guidance to direct reports in day-to-day operations in the Office of the Dean
 16. Provides direction and support to Faculty senior administrators, as required, and receives notification of any major human resources, financial or facility disputes or irregularities in order to manage risk and facilitate timely resolutions; briefs FoMD leadership, as appropriate
 17. Supervises the Freedom of Information and Protection of Privacy (FOIP) and Health Information Act (HIA) contact for the Dean's Administration, who functions as the Faculty contact with Central University administration with respect to activities relating to FOIP and/or HIA
 18. Is familiar with Provincial and Federal legislation related to financial, human resource and safety management and works with the University in ensuring FoMD compliance
 19. Oversees the consolidation and coordination of budgeting and financial management of AARP funds
 20. Serves as a member of the Northern Sector AARP Operations Committee and the Provincial AARP Operations Committee
 21. Works with the Dean, DEC and Central Faculty Affairs or Human Relations, as needed, to resolve faculty and team conflicts and/or grievances
 22. Oversees the negotiations and supervision of applicable capital projects (e.g., space, design)
 23. Works with the Dean, DEC, and Central Facilities and Operations to solve major problems related to space, equipment, and/or physical plant
 24. Ensures that the technical supports required for scientific equipment acquisitions and space plans are utilized by investigators preparing major CFI and similar grants (working with representatives of the Offices of the VP Research, VP Facilities and Operations and

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- AHS, as appropriate)
25. Leads the negotiation, execution and monitoring of various vendor and service contracts/agreements, as appropriate, for the Office of the Dean and the Faculty when required for large-scale initiatives
 26. Works with the Dean and others in making major purchasing and contracting decisions, as applicable (collaborating with Central Supplies Management and Services [SMS] on contract negotiations, as needed)
 27. Applies benchmarks to monitor the status of the “Strategic Business Plan,” “fiscal plan” and “human resources plan,” mentioned above, and keeps DEC apprised of such status
 28. Develops and implements a risk management strategy and
 - a. Manages related HR risks
 - b. Ensures fiscal accountability and manages related financial risks
 - c. Keeps the Dean informed of the status of such risks
 29. Ensures that any needed operational inputs for the functions of FoMD standing committees, are provided
 30. Attends scheduled, periodic and *ad hoc* meetings as needed or as requested by the Dean or DEC
 31. Oversees non-research-related contract reviews in accordance with the University’s delegation of signing authority policy; maintains non-research grant contract registry
 32. Participates in University collective bargaining, contract reviews, etc., as required by Central Faculty Affairs and Human Resource Services
 33. Participates in University process improvement initiatives in areas of finance, human resources, research and administrative processes and general operations, as required.
 34. Conducts other duties as assigned by the Dean

Liases With:

- Dean’s Executive Committee
- Department Chairs and Divisional Directors
- Institute Directors
- Departmental and other APOs
- Central Administration
- Alberta Health Services (AHS), including Covenant Health, as appropriate
- Government Agencies, as appropriate (e.g., Alberta Health Academic Medicine Unit)

Direct Reports:

- Director, Administration
- Director, Budget and Financial Reporting
- Director, Facilities Planning and Projects
- Manager, Departmental Human Resources Initiatives
- Manager, Departmental Finances
- Director, AARP Finances and Budgeting (pending)

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Joint Reports:

- Senior Department APOs or Assistant Chairs, Administration
- ADI Operations Director
- WCHRI Operations Director

Advisor:

- Finance Manager, Office of Research

Membership, University Standing Committees

- Financial Management Committee (FMC)
- Administrative Strategic Council (ASC)
- Faculty APO/Assistant Chair Committee
- Administrative Information Strategic Committee (AISC)

Membership/Chair, FoMD Standing Committees

- Faculty Administrative Committee (Chair)
- Department Administrators Committee (Chair)
- Information Management Strategic Committee (Chair)
- Dean's Executive Committee (DEC)
- Nominations Committee
- Chairs' Committee
- Executive Chairs Committee
- Basic Chairs' Committee
- Clinical Chairs' Committee

Membership/Chair, Other FoMD Committees

- Space Committee (Includes AHS)
- Building Updates Committee (Chair)*
- Joint AHS/FoMD Executive Committee

Membership, External Standing Committees

- Business Officers' Committee, Association of Faculties of Medicine of Canada (AFMC)



See link to Strategic Plan of the FoMD on the Faculty Home Page

* Includes representatives of Central Facilities and Operations, the Office of the Vice-President (Research) and the FoMD Office of Research