

## POSITION VACANCY

Corporate Planning Office Coordinator

Corporate Planning Office

Temporary Contract – August 2019 – August 2020

*Diversity, equity and inclusion are fundamental to our mission to educate students. We are committed to education that places strong emphasis on global citizenship, social justice and equity. We live this value through the strength and richness that diversity brings to our workforce and welcome contributors from equity groups including: Aboriginal Peoples, Visible Minorities, Persons with Disabilities, Lesbian Gay, Bisexual, Transgender and Queer persons.*

Classification:	Temporary Contract (August 2019 to August 2020)
Salary Range:	\$31.06 to \$36.06 per hour (Pay band H)
Location:	Progress Campus
Hours per week:	35 hours
Current Shift Schedule:	9:00 AM to 5:00 PM

### **Position Summary:**

Centennial College is immediately seeking a self-motivated Corporate Planning Office Coordinator to assist in the development and administration of a business continuity (BCP) plan, providing guidance, oversight and training to college stakeholders to assure the existing plan is up-to-date. Reporting to the Director, Corporate Planning Office (CPO), the incumbent will play a key role in coordinating the planning process and reporting activities for the College. The incumbent supports the Director, CPO in preparing and consolidating College level Business Plans, Annual Reports, the Strategic Mandate Agreement (SMA) and other internal and external reporting with a high degree of accuracy. The incumbent will also be the key contact and administrator of the Integrated Planning Tool (IPT) which helps to streamline the business plan, operational and budget and annual report.

### **Responsibilities:**

#### **Public Reporting and Planning Support - Business Plan, Annual Report, Strategic Mandate Agreement**

- Supports the preparation of Business Plans, Annual Report and other public and Ministry reporting
- Acts as a resource person; stays current with policies and requirements outlined for public and Ministry reports
- Prepares and distributes communication related to public reporting and planning cycle and reviews stakeholder reporting for accuracy and quality
- Consolidates departmental level business plans at College level and highlights the key points for Director's review

#### **Business Continuity Plan (BCP)**

- Assists in the development of disaster recovery/business continuity plan, methods and procedures
- Delivers support to all Academic Schools and departments on all aspects of business continuity planning, including but not limited to business impact analysis, recovery plan development/enhancements, and recovery strategies
- Provides guidance, general oversight, and training to BCP Primes/ HOLDERS and other departments
- Manages BCP Basecamp site and organizes annual BCP simulation exercise with Incident Management Systems (IMS) Emergency Response Management (ERM) teams.

#### **Integrated Planning Tool (IPT)**

- Manages the IPT tool as the administrator and oversees the proper functioning of the tool
- Acts as an expert on the IPT including processes and procedures, scheduling, inquiries, and assists in the restructuring of the tool
- Creates user manuals/training guides and conducts training with the Director, CPO for Executives, Directors/Deans and Managers/Chairs
- Consolidates VP level business plan and assists to create the college level business plan

#### **Project Coordination**

- Creates and monitors project reports; identifying and communicating potential issues with plan executions
- Collaborates and communicates with project teams and the Director regularly to ensure progress and deliverables are met
- Liaises with internal/external contacts to plan, coordinate and implement meetings, conferences, and special events; Responsibilities include room bookings, catering, travel arrangements, meetings/conferences and special events etc.

#### **Departmental Support and Leadership**

- Proactively looks for opportunities to improve departmental efficiencies
- Leads any additional process/system/business tool documentation efforts
- Contributes to team building/social activities through participation/leadership

### **Qualifications/Experience**

- Four (4) year degree in Business Administration, Human Resources Management or equivalent
- Minimum five (5) years' experience in project coordination and planning
- Proven ability to manage diverse and often unrelated activities is essential
- Proficiency with MS Office Suite – Intermediate proficiency with Excel (vlookups, pivot tables)
- Business Continuity Plan experience is an asset
- Demonstrated team player with strong interpersonal and communication (oral/written) skills
- Possess a high attention to detail and accuracy
- Proven analysis and problem solving skills
- Experience working in a highly diverse, flexible and adaptable work environment

**Apply online:** [www.centennialcollege.ca/careers](http://www.centennialcollege.ca/careers)

*"Proof of credentials or equivalencies from accredited regional or federal post secondary institutions and/or their foreign equivalents will be required at the time of job offer."*

When applying, your cover letter and résumé must include examples that reflect all of the requested skills and qualifications and must be **submitted online by August 22, 2019 at 4:30 PM. Please quote Competition #19-S-126.** Misrepresentation of applicant information will be grounds for your exclusion from the competition or for dismissal should you subsequently be hired for the position. We regret we cannot accept phone calls. We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA).

**COMPETITION #19-S-126**

**POSTING DATE: August 1, 2019**

**EXPIRY DATE: August 22, 2019**