

Canadian Architectural Certification Board

Operations Manager

Role Type: Full-Time, Permanent

Benefits: The CACB provides a variety of staff benefits such as Health and Dental*

Vacation: 3 Weeks

Reports To: Executive Director

Supervises: CACB Staff

Location: Downtown Ottawa

About the Canadian Architectural Certification Board (CACB)

The CACB bridges design education and the practice of architecture through the pursuit of excellence in certification and accreditation.

CACB works on behalf of the Canadian Architectural Licensing Authorities and the Canadian Council of University Schools of Architecture to:

- Certify educational qualifications of individual architectural graduates (*Certification Program*);
- Accredite professional architecture programs at Canadian universities (*Accreditation Program*);
- Certify professional qualifications of broadly experienced foreign architects (BEFA Program); and
- Collaborate and conduct research, nationally and internationally, as it relates to architectural *accreditation* and *academic certification*.

CACB accomplishes these tasks through a volunteer Board of Directors, volunteer committees, and paid administrative staff, and through its commitment to its Mission of:

- Fostering excellence in architectural education to achieve the highest standard of architecture and architectural services for all Canadians
- Holding a broad view of society and the architectural profession and strives to foster the academic environment that facilitates training of architects who possess modern professional and technical skills, and;
- Continuing cooperation with its members, the architectural profession at-large, and the accrediting agencies in Canada and internationally

Role Summary

Reporting to the Executive Director (ED), the Operations Manager is a key member of the leadership team and provides effective leadership for, and serves as the strategic link between, all functional areas of the organization including, Governance, Human Resources, Finance, Office Administration and Facilities. Working with the Executive Director, the position also contributes to the development and implementation of CACB organizational strategies, policies and practices.

Key Responsibilities

- Liaises with the Board and Executive Director in the development of strategic plans for operational activity
- Executes and monitors strategic and operational plans through effective delivery of programming
- Assists the Executive Director in recruitment and employee relations, organizational structure and in the delegation of schedules, tasks and accountabilities

- Maintains knowledge of ongoing activities for each of the CACB programs (Academic Certification, Architectural Accreditation, and BEFA Certification) including their respective Procedures and Processes.
- Collaborates with the Bookkeeper to maintain the positive financial health of the CACB by analyzing and tracking financial metrics related to working capital, cash flow, current ratio, gross and net profit and budget variance
- Maintains risk analysis/registrar to capture critical organizational functions and risks
- Monitors, manages and improves the efficiency of support functions such as Information Technology, Facility Management, Human Resources, Finance and Administration
- Creates and improves processes and policies in support of organizational goals and in compliance with all regulatory requirements and emerging trends
- Ensures effective coordination of activities and communication of critical information between all functional areas of CACB
- Monitors and evaluates staff performance in partnership with the Executive Director and plans the effective use of human resources
- Performs other related duties as required by the Executive Director

Qualifications

- Post-secondary education in Business, Finance or Human Resources or other comparable field, or an equivalent mixture of relevant education, certifications, and experience
- Minimum of five years' leadership experience with direct supervision, planning of resources and performance monitoring of a team of five or more staff
- 5 to 7 years experience with Governance and People Management
- 3 to 5 years experience with Office and Financial Management
- Strong project management skills
- Budget development and oversight
- Knowledge and experience in overall organizational effectiveness
- Must be bilingual in English and French writing, reading and conversation

Assets

- Familiarity with the Accreditation and Certification fields and requirements
- Certification or designation in a professional field such as Project Management, -, and/or Human Resources
- Knowledge of other languages beyond English and French

Personal Suitability

- Ability to think strategically, to plan, organize and execute projects and plans effectively
- Exceptional leadership skills to build and maintain a cohesive, effective and motivated team
- Excellent interpersonal skills and a collaborative management style
- Strong organizational and time-management skills
- Flexibility with ability to adapt and adjust priorities without losing sight of the big picture
- Aptitude for diplomacy and tact when dealing with sensitive issues and Board of Directors
- Ability to look at situations from several points of view
- High level of integrity and the ability to instill loyalty and trust
- Excellent judgement and capable of assessing a situation and determine the best solutions
- Demonstrates a solid understanding and respect for every role in the organization
- Natural collaborator with desire to build strong and lasting relationships
- Computer and financial literacy with continuous improvement mindset

To Apply

If you feel this is the right position for you, you meet the qualifications, and you are excited about working in a client-focused environment, please email us a copy of your C.V. and cover letter explaining why you are inspired by this role. Please send to careers@tapstrategyandhr.com - **Closing date is February 22, 2018.** The subject line of your email should **quote the reference number OM118.**

While we would like to respond to all applicants, only those who are to be considered further will be contacted. tap Strategy & HR Consulting is leading this search on behalf of the CACB – please do not contact the CACB directly.

The Canadian Architectural Certification Board respects employment equity and values diversity and inclusion. If you require accessibility accommodation during this process – please let us know with an email to careers@tapstrategyandhr.com and we will work with you to make sure your needs are met.

*Details provided during the pre-screening process