



## General Manager – Job Description

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Title:	General Manager
Reports To:	Executive Committee
Scope:	Out of Scope
Hours:	Full Time
Wage:	Negotiable
Length:	Permanent (term based)

### Summary

As the most senior member of the University of Regina Students' Union management team, the General Manager offers sound business and advocacy advice and mentors the Executive Committee, which consists of four student-elected officials. The General Manager operates within the Constitution, Bylaws, Policies and procedures of the organization and helps inform the development of these organizational documents.

As an integral part of the management team, the General Manager works with the Executives or the designated committee to carry out responsibility for human resources management. The General Manager also oversees the day-to-day development and management of administrative processes of the organization and short and long-term implementation of the strategic plan. The General Manager also develops and maintains long-term relationships with key University of Regina stakeholders.

The General Manager also advances the business interests of URSU in support of the Organization's mission, vision and values as laid out in the strategic plan. Key among those is the development and execution of URSU's current business operations and the development of other new and existing revenue sources. The General Manager also works with the elected student officials to develop and implement new services and programs in response to growing student needs.

In conjunction with the Accounting Manager, the General Manager directs and manages the maintenance and development of appropriate financial management procedures for a non-profit organization with a multi-million dollar budget. The General Manager also works with the



Accounting department to ensure that adequate financial information is transmitted to the Board and Executives to support strategic decision-making.

## Core Competencies

- Strategic thinking
- Demonstrated ability to make independent and collaborative decisions
- Familiarity with the post-secondary education sector, the University of Regina, and the relevant legislation, including the University of Regina Act and the Saskatchewan Non-Profits Corporations Act.
- Familiarity with the structure of student, municipal, provincial, and federal governments,
- Well-developed conflict resolution and negotiation skills
- Proficiency with word processing, spreadsheet, and accounting software or applications.
- Be able to effectively work with both the Board of Directors and staff without complication.

## Job Duties

- Carries out the resolutions and directions of the Executive Committee and delegates appropriate activities to staff. Ensures that the Executive is supported to reach portfolio and organizational goals and objectives.
- Effectively manages the business and administration activities for the University of Regina Students' Union.
- Maintains an understanding of the vision and mission of the Students' Union and lends support to the effective pursuit of these key aims wherever and whenever practically possible.
- Develops an effective staff and Executive team and a productive and harmonious work environment.
- Works with Executives or the designated committees to review, reward, and terminate staff as required with respect to the URSU policies and the Collective Bargaining Agreement with CUPE Local 1486.
- Maintains appropriate and professional relationships with all Students' Union Stakeholders so as to render the URSU financially and functionally effective and favorably viewed.
- As the key advisor and resource person to the Executive, offers sound business and advocacy advice, assists in the development of policy and short and long-term planning, and mentors and guides the URSU elected Executive.
- Works closely with the Owl's management team to formulate, implement, and monitor the business plan and budget for the Owl Bar. Responsible for the overall success and health of the restaurant and bar.
- Oversees day-to-day operations of the Owl Bar. Uses discretionary and independent judgment and decision-making within the parameters of the organization's vision and mission statements.



- Develops and nurtures effective lines of communication with the URSU elected Executive, ensuring goals, budget proposals, program and project plans, and successes are well documented and archived, effectively presented and universally understood.
- Ensures a smooth transition for incoming Executive and plans and implements an effective orientation process.
- Attends all regular meetings of the Executive and other meetings at which attendance is required.
- Oversees all administrative and operational functions of the URSU and provides guidance and direction to all staff to secure support of the plans, goals, activities, and strategies of the Students' Union.
- Coordinates the organization's financial and administrative functions by directing and monitoring staff with financial and administrative responsibilities and by establishing strategies, procedures, and controls for these functions.
- In concert with the VP (Finance and Operations) establishes and monitors the annual budget. Reviews financial statements with the VP (Finance and Operations) and managers and advises the Executive on significant variances.
- Ensures the external auditor has all relevant data for the annual audit.
- Advises the Executive on the feasibility of new URSU business operations and services and oversees the development of business and marketing plans as appropriate.
- Responsible for staffing functions of all direct reports including selection for new or vacant positions, performance assessment, rewarding, disciplining and terminating staff as required with the consultation of Executives.
- Oversees administration of the staff compensation structure and salary implications, ensuring that salary increases are included as part of the budget process.
- Works to establish strong, positive working relationships with Students' Union stakeholder groups including faculty, administrative staff, alumni and the business community.
- Other duties as determined by the Executives and the Board

## Requirements

- Bachelor's Degree in a discipline related to business administration, social science, or finance.
- Master's degree in a related field (business administration, public administration, human resources management) and relevant experience is preferred.
- An appropriate combination of education and experience will also be considered.
- Additional education such as an accounting and/or computer science designation is an asset.
- Additional training in strategic planning, operational management, human resources management, conflict management, diversity training and organizational communication is an asset.



- Five (5) to seven (7) years of progressive experience in administration, advocacy, and business management. Experience developing and maintaining evidence-based budgets and experience with non-profit organisations are considered assets.
- Overseeing project management and bar/restaurant management will be considered assets. Previous experience working in an environment with high turnover in senior leadership is an asset. Previous experience working with or reporting to a Board of Directors is required. Previous experience managing unionized staff is an asset. Experience working in and with non-profits is required. Experience in a post-secondary educational environment is an asset.
- Sound understanding of financial, administrative, and business functions and a strong results orientation. Strong managerial abilities, interpersonal skills, excellent written and verbal communication skills, and the ability to empower and lead employees and build an effective team to achieve a common goal.

## Work Conditions

- The successful candidate will work in an office environment in front of a computer.
- In some cases, the candidate may be able to work from home, with some work from home expenses reimbursed by the employer.