



Position Specification



**UNIVERSITY OF
CALGARY**

Director, Treasury and Investment

POSITION TITLE:	Director, Treasury and Investment
REPORTING TO:	Associate Vice President, Finance
LOCATION:	Calgary, Alberta
THE COMPANY:	<i>University of Calgary</i>

The University of Calgary, is one of Canada's top comprehensive research universities with four campuses across the Calgary, Alberta region and a fifth location in Doha, Qatar. Granted autonomy as a university in 1966 (with origins in the early 1900's), the University of Calgary enrolls approximately 32,000 students in undergraduate, graduate, and professional degree programs.

The University's Eyes High strategy – launched in 2011 – set ambitious goals for excellence in teaching and learning, research and scholarship, the student experience, and community engagement. With a clear strategic direction to become one of Canada's top five research universities, they are making tremendous progress towards becoming a global intellectual hub located in Canada's most enterprising city.

The University is a large and complex institution that drives tremendous value: with an annual consolidated budget of more than \$1.2B, they are among Calgary's largest employers, generating nearly \$8B in economic impact to the province. Two-thirds of the University's 168,000 alumni live and work in the Calgary area, effectively building the city we know and love.

In 2016, the University of Calgary was ranked as the top university under the age of 50 in both Canada and North America by the Times Higher Education World University Rankings, and as one of the top 200 universities in the world by QS World University Rankings and Times Higher Education World University Rankings. In 2016, RESEARCH Infosource Inc. positioned the University of Calgary as #6 nationwide amongst Canadian research universities. The University houses 75 Canada Research Chairs and more than 50 research institutes and centers.

The University of Calgary has incredible talent – motivated and accomplished students, faculty, and staff – who drive new knowledge creation, improve lives, and better our world. Those who work at the University of Calgary come for the opportunity to make a positive contribution to student experience, to participate in groundbreaking research initiatives, to be immersed in a lifelong learning environment, to engage with and give back to the community, and to enjoy all that Calgary has to offer as a city.

To learn more, visit www.ucalgary.ca/about.

SCOPE AND RESPONSIBILITIES:

The Director, Treasury and Investment is an integral member of the finance team, responsible for banking relationships, cash flow management, endowment administration, investments (long and short-term), income distribution, debt management and reporting of all funds received through the University of Calgary's bank accounts. Reporting to the Associate Vice President, Finance, and leading a team of six managers, the Director is

accountable for the day-to-day leadership of the team, ensuring effective cash management and investment strategy and performance of the University's Endowment portfolio (\$950 Million) and its non-endowed portfolio (\$1.05 Billion). The director presents to the University Investment Committee on the performance of the University's Endowment portfolio and non-endowed portfolio and responds to the demands of multiple senior stakeholders of the University Community including the Vice-President (Finance and Services), the Vice-President (Development), as well as the University Donors.

Specific Responsibilities:

This is a critical role in University of Calgary continued success and growth. The role is accountable for total investments under management of \$2.0 billion (endowment of \$950 million and non-endowed funds of \$1.05 billion) and the following:

Primary Accountabilities:

- Administration of the University's financial assets and liabilities, including borrowing, cash management, banking operations, and investment reporting;
- Ensuring the operational objective of effective stewardship of the University's assets and providing an efficient central infrastructure to facilitate the University's cash management and investments;
- Responsible for overseeing the management of the University Endowments and the relationships with the external investment managers;
- Implementing and maintaining comprehensive investment and risk management policies and procedures that will maximize returns within an acceptable level of risk and minimize the adverse effects of losses to the University so it may achieve its operational objectives;
- Liaising with departments, faculties and senior administration to ensure understanding of and compliance with treasury and endowment policies and procedures;
- Evaluating reporting and control functions within the department and making recommendations for changes;
- Contributing to and taking responsibility for decisions made as part of the management team within Finance;
- Planning, scheduling and directing the work of the Treasury and Investment department;
- Selecting, managing, evaluating and compensating staff to ensure unit functions as a team and service levels meet or exceed client expectations;
- Acting as a change agent for the department: initiating and implementing the appropriate financial policies, systems and procedures;
- Responsible for management reporting to the University's Investment Committee (a subcommittee of the Board of Governors), stakeholders, governmental and regulatory bodies and other outside agencies;
- Contributing information and expertise and keeps up to date on relevant current trends and developments with colleagues at other Canadian universities, Canadian Association of University Business Officers "CAUBO," professional organizations and government departments and agencies; and,
- Undertaking special assignments and projects as requested by senior administration, the University's Investment Committee, CAUBO and government departments and agencies.

KEY SELECTION CRITERIA

Given the role this individual will play in the University of Calgary continued growth and success, it is essential that the successful candidate possess the following education, experience, and personal characteristics:

EDUCATION

- Graduate University Degree preferably in Finance, Economics or a Master of Business Administration; and,
- Professional financial designation (CPA, CA, CFA, CIM or FCSI).

CRITICAL COMPETENCIES / CRITICAL SUCCESS FACTORS

EXPERIENCE

- 10+ years' work and management experience in various accounting, budget, and analyst functions;
- Proven evidence of team leadership skills with the ability to lead the team through change;
- Experience working in highly complex and technical investment and finance concepts;
- Previous experience working with complex treasury and investment systems and processes;
- Demonstrated ability to work well with others and to handle difficult situations while maintaining effective relationships;
- Previous experience with PeopleSoft banking software and PC based software applications;
- Intermediate to expert user of complex computer software applications, including enterprise reporting systems, mainframe systems, financial systems, data warehouse and business intelligence tools;
- Think logically, solve problems and be critically objective with an ability to develop innovative solutions to problems;
- Must be able to work independently or in a team environment; and,
- Excellent interpersonal, verbal and written communication skills are essential in exercising tact and diplomacy regarding sensitive and confidential issues, as well as use of negotiation, presentation, engagement and facilitation skills.

PERSONAL / PROFESSIONAL ATTRIBUTES:

The University has established 8 core competencies that flow from its mission and values. Competencies define the behaviours, knowledge and skills important for University of Calgary staff. Further information about the 8 competencies, and detailed definitions can be accessed on the Human Resources website <http://www.ucalgary.ca/hr/learn> or by contacting Human Resources.

Each of the 8 competencies is important for staff at the University. Applying relative weightings to them identifies which of the 8 are especially important for a particular position. Relative weightings assist with selection and performance development processes. Most job profiles have up to 3 competencies selected as having Critical Importance, with the rest being selected as having Core Importance.

- **Communication:** Ability to share information in an effective and collaborative manner - **Core Importance**
- **Flexibility:** Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation - **Core Importance**
- **Innovativeness/Initiative:** Ability to be creative, challenge and demonstrate initiative to generate improvements and foster positive outcomes - **Critical Importance**
- **Knowledge and Technical Skills:** Ability to demonstrate proficiency in technical and job knowledge aspects of the position to achieve a high level of performance. An ability and desire to continuously learn. - **Critical Importance**
- **Leadership:** Ability to achieve positive outcomes by encouraging, supporting, coaching, developing and mentoring others - **Core Importance**
- **Personal Effectiveness:** Ability to demonstrate respect, dignity and integrity in interpersonal relationships and to demonstrate positive personal coping and wellness strategies - **Critical Importance**
- **Teamwork:** Ability to function effectively in team situations both within and across departments and other organizations to achieve optimal collective results - **Core Importance**
- **University Understanding:** Ability to demonstrate effectiveness within the University environment and demonstrate an understanding of the University context - **Core Importance**

ATTRACTIONS:

This role provides an opportunity to join an established organization that is poised for significant growth. Other attractions include:

- The opportunity to work with investments that are not tied to day to day market fluctuations;
- The opportunity to be part of a major change in investment strategy in terms of various asset classes;
- The opportunity to focus on growing the investment portfolio and returns;
- The opportunity to work with funds that will continue to grow as the University's research arms expand;
- The opportunity to work with a team that has fun together; and,
- The opportunity to work in a great environment with a new building and a park-like setting.

The University of Calgary recognizes that a diverse staff/faculty benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to removing barriers that have been historically encountered by some people in our society. We strive to recruit individuals who will further enhance our diversity and will support their academic and professional success while they are here; in particular, we encourage members of the four designated groups (women, Indigenous people, persons with disabilities and members of visible minorities) to apply. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. To ensure a fair and equitable assessment, we offer accommodation at any stage during the recruitment process to applicants with disabilities.

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