

Job Fact Sheet Questionnaire

CAAT Job Evaluation System for Non-Bargaining Unit Employees

Ontario Colleges of Applied Arts and Technology

The Job Fact Sheet Questionnaire (JFS) is used to gather information for job evaluation purposes for the Colleges' Administrative Staff, Part-Time Support Staff, Part-Time and Sessional Academic Staff positions. Please read each section carefully before completing.

The Education and Experience sections are to be completed by the College according to the College's recruitment standards.

Upon completion by an incumbent, the JFS is reviewed and, when necessary, adjusted by the position's Manager and the Senior Manager responsible for the position. Any changes to the JFS are to be reviewed with the incumbent prior to evaluation. The JFS is then submitted to the appropriate College official for job evaluation purposes.

The JFS is not finalized until it has gone through the job evaluation process and the results have been confirmed by the College. A copy of the finalized JFS will be provided the incumbent for information purposes and as a job description.

POSITION IDENTIFICATION

DATE: April 21st, 2025

College: St. Lawrence
Incumbent: Vacant
Position Title: VP, Finance, Procurement, Risk and Chief Financial Officer (CFO)
Classification: Payband 15
Position #: 00000003
NOC Code: 0014
Division/Department: Belonging, People, Culture and Integrated Client Services
Location/Campus: Tri-Campus (Based in Kingston)
Immediate Supervisor (title): SVP Belonging, People, Culture and Integrated Services and the President & CEO

Type of Position:

Administrative
 Part-Time Administrative
 Sessional Academic
 Part-Time Academic
 Part-Time Support
 Other

I have read and understood the contents of the Job Fact Sheet (if completed by an incumbent):

Incumbent: _____ Date: _____

Recommended by

Job Fact Sheet Questionnaire

Position's Manager: _____

Date: _____

Approved by
Senior Manager: _____

Date: _____

Job Fact Sheet Questionnaire

POSITION SUMMARY

Provide a concise description of the position by identifying its most significant responsibilities and/or accountabilities.

The Vice President (VP) of Finance and Risk Management Services and Chief Financial Officer (CFO) reports directly to the SVP Belonging, People, Culture and Integrated Client Services and the President and CEO for all governance and Board reporting requirements, ensuring the accurate and timely submission of financial reports to the Board of Governors. In this capacity, the VP also provides strategic financial guidance to the President, aligning financial strategies with institutional objectives. Additionally, the VP serves as the Treasurer of the Board of Governors, contributing to financial governance and oversight.

In their primary role as the Vice President (VP) of Finance Risk Management Services and Chief Financial Officer (CFO), the VP reports solid line to the Senior Vice President (SVP) of Belonging, People Culture, and Integrated Client Services, overseeing the finance, procurement, and risk management functions. This includes managing financial operations, ensuring legal compliance, overseeing procurement processes, and leading risk management initiatives to mitigate potential risks.

This position actively and consistently collaborates with the College Leadership Team (CLT) and all organizational levels including the Senior Leadership team (SLT), providing hands-on leadership and operational direction to the Financial Services, Legal, Risk Management, and Procurement teams. In doing so, the VP ensures that all services align with the college's operational and strategic goals, while prioritizing a client-centered, service-oriented approach to foster success and meet the needs of the college community.

KEY DUTIES

Provide a description of the position's key duties. Estimate the percentage of time spent on each duty (to the nearest 5%). Add an extra page if necessary.

<u>KEY DUTIES</u>	<u>% OF TIME</u>
Provides financial leadership as the Chief Financial Officer of the college and Treasurer to the Board of Governors - <ul style="list-style-type: none">• Financial Plan including budget allocation.• Audited financial results.• Investment management• Purchasing and Procurement• Insurance and risk management• Contract administration and approval• Capital asset acquisition and disposal.	30%

Job Fact Sheet Questionnaire

- Policy and Procedure development
- College signing officer along with the President and CEO

Provides collaborative leadership, continuous improvement, decision making and client support within the college.

30%

- Ensure that the Finance, Procurement, and Risk Management teams adhere to the highest standards of integrity, ethics, objectivity, professional competence, confidentiality, conduct and SLC Values.
- Lead the adoption of a client-focused philosophy across all functions, continuously enhancing service delivery and responsiveness.
- Consistently evaluate and enhance policies, practices, and workflows to optimize client enablement, improve team effectiveness, and foster adaptability in response to evolving organizational needs.
- Communicate financial matters clearly, including written reports and presentations to the Board, Government, and other internal and external partners.
- Own and manage key relationships with government agencies, lenders, investors, banks, partners, and sector committees, fostering collaboration and continuous dialogue to enhance partnerships and align strategic objectives.

Provides strategic and operational leadership within the Finance, Procurement, Legal and Risk Management functions.

15%

- Develop and execute long-term financial forecasts and targets
- Develop and execute financing strategies for strategic priorities
- Advise on product (program) development, including pricing decisions, operational and capital investments
- Advise on new business models to meet the long-term strategic and operational goals of the college.

Provides leadership for all operations within the Finance, Procurement, Legal and Risk Management functions.

15%

- Accountable for the development and management of the annual budget, and capital budget.
- Ensure effective liquidity and treasury management, ensuring the financial assets of the college are protected and strategically utilized.
- Accountable for Cash Flow Forecasting and making strategic investment decisions, balancing risk and return.
- Accountable for all day-to-day accounting, procurement, risk and insurance operations.
- Accountable for the review, execution and management of all college contracts.

Job Fact Sheet Questionnaire

Provides governance oversight and controls for the Finance, Procurement, Legal and Risk Management functions.

10%

- Responsible for the stewardship of all college financial assets.
- Responsible for managing the college's internal control framework and systems.
- Ensure regulatory compliance, including provincial binding policies, government regulations, accounting principles, audit, internal policies.
- Oversee college expenditures, identifying opportunities for efficiencies and optimization.
- Accountable for timely and accurate Internal & External Financial Reporting, including management of external audits.
- Develop, manage and execute the college's Risk Management Framework.
- Communicate risks and mitigation strategies to the Board, Senior Leadership Team, College Leadership Team and other partners.

TOTAL:

100%

Job Fact Sheet Questionnaire

1. COMPLEXITY - JUDGEMENT (DECISION MAKING)

Complexity refers to the **variety** and relative **difficulty** of **comprehending** and **critically analyzing** the material, information, situations and/or processes upon which decisions are based.

Judgement refers to the **process** of identifying and reviewing the available options involved in decision making and then choosing the most appropriate option. Judgement involves the application of the knowledge and experience expected of an individual performing the position.

Provide up to three examples of the most important and difficult decisions that an incumbent is typically required to make.

- a) The college is required to have a balanced budget and a sustainable long term financial plan. The incumbent is responsible for resource allocation and financial leadership to achieve these commitments. This may mean an increase in revenue or new investment generating activities, decrease of staff, suspension of programs and discontinuance of services.
- b) The VP must ensure that procurement activities comply with Broader Public Sector Directives and Canadian trade agreements, while also achieving the best value for the college. This includes negotiating contracts, evaluating vendor performance, and making decisions about which suppliers to engage for various services. The VP must balance cost, quality, and compliance, often making difficult choices about which vendors to select and how to manage contractual relationships.
- c) The VP must develop and implement risk management strategies, including insurance policies, contingency plans, and compliance programs. Making decisions in this area often involves weighing the potential impact of risks against the cost of mitigation measures and ensuring that the college is prepared to handle unexpected challenges.
- d)

Job Fact Sheet Questionnaire

2. EDUCATION (to be completed by the College)

Education refers to the **minimum level** of formal education and/or the type of training or its equivalent that is required of an incumbent at the **point of hire** for the position. This may or may not match an incumbent's actual education or training.

The College is to identify the minimum level of education and/or type of training or its equivalent that is required for the position based upon the College's recruitment standards.

Non-Post Secondary

Partial Secondary School

Secondary School Completion

Post Secondary

1-Year Certificate

4-Year Degree

2-Year Diploma

Masters Degree

3-Year Diploma/Degree

Post Graduate Degree

Professional Designation

Specify: CGA

Other

Specify:

A) Specify and describe any program speciality, certification, or professional designation necessary to fulfil the requirements of the position.

- 4 year degree in policy, management, business or equivalent with a three-year degree and experience.

B) Specify and describe any special skills or type of training necessary to fulfil the requirements of the position (e.g., computer software, client service skills, conflict resolution, operating equipment).

- Strategic Planning
- Leadership
- Management
- Communication
- Negotiation and Conflict Resolution

Job Fact Sheet Questionnaire

3. EXPERIENCE (to be completed by the College)

Experience refers to the amount of **related, progressive** work experience required to obtain the essential techniques, skills, and abilities necessary to fulfil the requirements of the job at the **point of hire** into the position. This may or may not match the incumbent's actual amount of experience.

The College is to identify the minimum amount and type of experience appropriate for the position based upon the College's recruitment requirements.

Experience required at the point of hire. Up to and including:

- | | |
|---|--|
| <input type="checkbox"/> no experience required | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 3 months | <input type="checkbox"/> 5 years |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 7 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 9 years |
| <input type="checkbox"/> 18 months | <input type="checkbox"/> 11 years |
| <input type="checkbox"/> 2 years | <input checked="" type="checkbox"/> 13 years |
| <input type="checkbox"/> 3 years | <input type="checkbox"/> 15 years |
| | <input type="checkbox"/> 17 years |

Specify and describe any specialized type of work experience necessary to fulfill the requirements of the position.

- Senior leadership role and progressive experience in Finance, Procurement, Legal and Risk Management
- Senior Contract administration experience
- Public Sector experience

Job Fact Sheet Questionnaire

4. INITIATIVE - INDEPENDENCE OF ACTION

Initiative - Independence of action refers to the **amount of responsibility** inherent in a position and the **degree of freedom** that an incumbent has to **initiate** or **take action** to complete the requirements of the position. An incumbent is required to foresee activities and decisions to be made, then take the appropriate action(s) to ensure successful outcomes. This factor recognizes the established levels of authority which may restrict the incumbent's ability to initiate or take action, e.g., obtaining direction or approval from a supervisor, reliance on established procedures/methods of operation or professional practices/standards, and/or built-in-controls dictated by computer/management systems.

A) Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform using their initiative without first having to obtain direction or approval from a supervisor.

- a) Allocation of human and financial resources for Finance, Procurement, Legal and Risk Management.
- b) Accountable for signing contracts and authorizations with respect to CFO and Treasurer responsibilities.
- c) Finance, Procurement, Legal and Risk Management strategies, activities, and planning in accordance with College Strategic Plan, Master Plan and Business Plan.

B) Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform which required the direction or approval from a supervisor.

- a) Decisions requiring Board of Governors approval are vetted through the President.
- b) Significant financial expenditures outside of the approval College budgets.
- c) Strategic direction of Finance, Procurement, and Risk Management organization.

Give specific examples of guidelines, procedures, manuals (formal or informal), computer systems/programs that are used in performing job duties and in making decisions, e.g., Government regulations, professional or trade standards, College policies or procedures, department or program procedures, computerized/manual programs/systems and any other defined methods or procedures.

- Strategic Plan, Business Plan, Master Plan, etc.,
- College Policy and Procedure
- MTCU Guidelines and Directives

Job Fact Sheet Questionnaire

- Broader Public Sector Purchasing Guidelines and Directives
- Auditor General
- Generally Accepted Accounting Practices

5. POTENTIAL IMPACT OF DECISIONS

Potential Impact of Decisions recognizes the **potential consequences** that **errors in judgement** made by an incumbent, despite due care, could have on the College. Usually, the higher the level of accountability inherent in a position, the greater the potential consequences there are on the College from errors in judgement.

Give up to three examples of the typical types of errors in judgement that an incumbent could make in performing the requirements of the position. Do not describe errors which could occur as a result of poor performance, or ones that are rare or extreme. Indicate the probable effects of those errors on the College, e.g., loss of reputation of program/College, waste of resources, financial losses, injury, property damage, affects on staff, students, clients or public.

- a) Inappropriate financial planning and/or trusteeship decision may result in actions being taken that disrupt programs, students, and staff, and adversely affect the College's reputation.
- b) Inappropriate decisions regarding health and safety issues could incur liability and resultant financial consequences; could adversely affect the College's reputation.
- c) Potential serious consequences from errors in judgement and/or inappropriate decisions could result in severe financial sustainability problems for the College; emergency preparedness issues could affect the safety and well-being of employees, students and the public.

Job Fact Sheet Questionnaire

6. CONTACTS AND WORKING RELATIONSHIPS

Contacts and Working Relationships refers to the **types, importance** and **intended outcomes** of the contacts and working relationships required by an incumbent to perform the responsibilities of a position. It also measures the skill level required to be effective in dealing with contacts and being involved in working relationships. This factor does **not** focus on the level of the contact, but on the **nature** of the contact.

Indicate by job title, with whom an incumbent is required to interact to perform the duties and responsibilities of the positions. Describe the nature, purpose, and frequency of the interaction, e.g., exchanging information, teaching, conflict resolution, team consultation, counselling.

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
Internal to the College:			Occasional	Frequent
Internal to the college, e.g. students, staff, senior management, colleagues.	Board of Governors	Member of College Executive Team – Presents recommendations for approval.	X	
	Audit Committee	Presentations and recommendations of Audited Financial Statements	X	
	Finance & Administration Committee	Recommendations for approval.	X	
	Senior Leadership Team (SLT)	College-wide decision making as well as recommendations for approval as agreed with SVP.		X
	College Leadership Team	College-wide operational requirements		X
	College administrators	Leadership		X
	Direct Reports	Leadership, direction, guidance		X
	College Community	Leadership		X
College Committees	Provides leadership, participation, consultation, and resources.			X
External to the College:			Occasional	Frequent
External to the college, e.g. suppliers, advisory committees, staff at other colleges, government, public/private sector.	MTCU and other Ministries	Consulting, advocacy, negotiating and information sharing.		X
	Government agencies (Federal, Provincial, Municipal)	Consulting, advocacy, negotiating and information sharing.	X	
	Auditors	Reporting, negotiation, information sharing.		X
	Banks/Investment Firms	Reporting, negotiation, information sharing.		X
	Funding Agencies	Reporting		X
	Contractors, consultants,	Management, negotiation, conflict		X

Job Fact Sheet Questionnaire

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact
	suppliers, etc.	resolution.	
Occasional (O)	Contacts are made once in a while over a period of time.		
Frequent (F)	Contacts are made repeatedly and often over a period of time.		

Job Fact Sheet Questionnaire

7a. CHARACTER OF SUPERVISION/FUNCTIONAL GUIDANCE

Character of Supervision identifies the **degree and type** of supervisory responsibility in a position or the nature of functional/program supervision, technical direction or advice involved in staff relationships.

(√) Check the applicable box(es) to describe the type of supervisory responsibility required by an incumbent in the position:

- Not responsible for supervising or providing guidance to anyone.
- Provides technical and/or functional guidance to staff and/or students.
- Instructs students and supervises various learning environments.
- Assigns and checks work of others doing similar work.
- Supervises a work group. Assigns work to be done, methods to be used, and is responsible for the work performed by the group.
- Manages the staff and operations of a program area/department.*
- Manages the staff and operations of a division/major department. *
- Manages the staff and operations of several divisions/major departments. *
- Acts as a consultant to College management.
- Other e.g., counselling, coaching. Please specify:
 - Counselling

* Includes management responsibilities for hiring, assignment of duties and work to be performed, performance management, and recommending the termination of staff.

Specify staff (by title) or groups who are supervised/given functional guidance by an incumbent.

- Associate Director, Financial Planning and Analysis.
- Controller and Associate Director, Accounting
- Manager, Procurement
- Manager, Risk, Contracts, and Insurance

Job Fact Sheet Questionnaire

7b. SPAN OF CONTROL

Span of Control is complementary to **Character of Supervision/Functional Guidance**. Span of Control refers to the **total number of staff** for which the position has supervisory responsibility, (i.e., subordinates, plus all staff reporting to these subordinates).

Enter the total number of full time and full-time equivalent staff reporting through to the position. Also identify the number of staff for whom the position has indirect responsibility (contract for service), if applicable.

Type of Staff	Number of Staff
Full-Time Staff	
Non-Full Time Staff (FTE) *	
Contract for Service **	TBD
Total:	TBD

*** Full Time Equivalency (FTE) conversions for non full-time staff are as follows:**

Academic Staff

Identify the total average annual teaching hours taught by all non full-time teachers (part-time, partial load and sessional) for which the position is accountable and divide by 648 hours for post secondary teachers and 760 hours for non-post secondary teachers.

Support Staff

Identify the total average annual hours worked by part-time support staff for which the position is accountable and divide by 1820 hours.

Administrative Staff

Identify the total average annual hours worked by non full-time administrative staff for which the position is accountable and divide by 1820 hours.

**** Contract for Services**

When considering “contracts for services,” review the nature of the contractual arrangements to determine the degree of “supervisory” responsibility the position has for contract employees. This could range from “no credit for supervising staff” when the contracting company takes full responsibility for all staffing issues to “prorated credit for supervising staff” when the position is required to handle the initial step(s) when contract staffing issues arise.

Job Fact Sheet Questionnaire

Job Fact Sheet Questionnaire

8. PHYSICAL AND SENSORY DEMANDS

Physical/Sensory Demands considers the **degree** and **severity** of exertion associated with the position. The factor considers the intensity and severity of the physical effort rather than the strength or energy needed to perform the task. It also considers the sensory attention required by the job as well as the frequency of that effort and the length of time spent on tasks that cause sensory fatigue.

Identify the types of physical and/or sensory demands that are required by an incumbent. Indicate the frequency of the physical demands as well as the frequency and duration of the sensory demands. Use the frequency and duration definitions following the tables to assist with the descriptions.

PHYSICAL DEMANDS

Describe the types of activities and provide examples that demonstrate the physical effort that is required in the position on a regular basis, i.e., sitting, standing, walking, climbing, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period of time.

Types of Activities that Demonstrate Physical Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Sitting for extended periods preparing/reading reports, preparing correspondence, computer work.				X	
Tri-campus travel	X				
Walking		X			

SENSORY DEMANDS

Describe the types of activities and provide examples that demonstrate the sensory effort that is required in the position on a concentrated basis, i.e., reading information/data without interruption, inputting data, report writing, operating a computer or calculator, fine electrical or mechanical work, taking minutes of meetings, counselling, tasting, smelling etc.

Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Large volume of reading material			X			L
Reviewing contracts			X			L
Preparing presentations		X				S
Report writing			X			L
Chairing meetings and participating		X				S
Difficult / unpleasant conversations	X					S

Job Fact Sheet Questionnaire

FREQUENCY:

Occasional:	Occurs once in a while, sporadically.
Moderate:	Occurs on a regular, ongoing basis for up to a quarter of the work period.
Considerable:	Occurs on a regular, ongoing basis for up to a half of the work period.
Extended:	Occurs on a regular, ongoing basis for up to three-quarters of the work period.
Continuous:	Occurs on a regular, ongoing basis throughout the entire work period except for regulated breaks.

DURATION:

Short:	Up to one hour at a time without the opportunity to change to another task or take a break.
Intermediate:	More than one hour and up to two hours at a time without the opportunity to change to another task or take a break.
Long:	More than two hours at a time without the opportunity to change to another task or take a break.

Job Fact Sheet Questionnaire

9. WORKING CONDITIONS

Working Conditions considers the frequency and type of exposure to undesirable, disagreeable environmental conditions, or hazards, under which the work is performed.

Describe any unpleasant environmental conditions and work hazards that the incumbent is exposed to during the performance of the job.

Environment

Describe the types of activities and provide examples that demonstrate exposure to unpleasant environmental conditions in the day-to-day activities that are required in the job on a regular basis, e.g., exposure to dirt, chemical substances, grease, extreme temperatures, odours, noise, travel, verbal abuse, body fluid, etc. Indicate the activity as well as the frequency of exposure to undesirable working conditions.

Note on Travel: St. Lawrence College has adopted the following guidelines for travel. From the list below, please indicate which category best describes the travel required for the position.

1. *Local travel on a regular basis up to 2 times per week.
Out-of-town travel on a regular basis 1 – 2 times per month.*
2. *Local travel on a regular basis more than 2 times per week.
Out-of-town travel 2 – 8 times per month.*
3. *Out-of-town travel on a regular basis more than 8 times per month.*

Types of Activities That Involve Job Related Unpleasant Environmental Conditions. Include travel requirements (if any).	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Tri-campus travel required.	X		
On call (24/7)			X

Job Fact Sheet Questionnaire

Hazards

Describe the types of activities and provide examples that demonstrate the hazards in the day-to-day activities that are required in the job on a regular basis, e.g. chemical substance, electrical shocks, acids, noise, exposure to infectious disease, violence, body fluids, etc. Indicate the activity as well as the frequency of exposure to hazards.

Types of Activities That Involve Job Related Hazards	Frequency (note definitions below)		
	Occasional	Frequent	Continuous

Frequency:

Occasional	Occurs once in a while, sporadically.
Frequent	Occurs regularly throughout the work period.
Continuous	Occurs regularly, on an ongoing basis, throughout most of the work period.

Additional Notes Pertaining to this Position:

Please save form in the following format: "Position Title – Department – Incumbent."

Please note formatting errors will be corrected if necessary.

To cursor from one entry point to the next please use the arrow keys or Tab.