

JOB POSTING

DIRECTOR GENERAL

CRISPESH – Research Centre for the Inclusion of People Living a Disabling Situation

CRISPESH is a college centre for applied research and transfer (CCTT) whose mandate is to contribute to the advancement of knowledge and the development and promotion of social practices that foster academic, social, and professional inclusion for people with disabilities.

The services offered by CRISPESH are distinguished by their scientific and experiential roots. By drawing on knowledge from research and from experiential knowledge, the Centre is able to offer a range of customized services that are conducive to the development of social innovations in organizations or communities.

CRISPESH is a non-profit organization, created through a partnership between Cégep du Vieux Montréal and Dawson College. The Centre is a member of the Synchronex network of CCTTs.

CRISPESH stands out for being:

- an innovative, forward-thinking organization committed to promoting and achieving equity, diversity and inclusion in its workforce; and for being
- a leader in accessibility that helps organizations be more inclusive, especially of people with disabilities.

Leading CRISPESH means leading a team with varied expertise that works collectively to advance knowledge about disability and inclusion.

NATURE OF THE POSITION

Reporting to the Board of Directors, the Director General is responsible for the management, planning, coordination, development, and evaluation of CRISPESH's activities, programs, and resources, in accordance with current legislative and regulatory provisions. The Director General sees to the realization of CRISPESH's mission and ensures its development and outreach while at the same time engaging internal and external stakeholders in a shared vision, focused on social innovation to promote the participation of people with disabilities.

MAIN RESPONSIBILITIES

Administration component

- Ensures adherence to the mission, mandate, and objectives of the organization;
- Executes decisions made by the Board of Directors and carries out any task entrusted to him or her;
- Follows up on the Memorandum of Understanding with Cégep du Vieux Montréal and Dawson College regarding the management of the CCTT;
- Participates in the development of the five-year strategic plan, annual work plan, and annual report, as well as corporate governance policies and regulations;
- Implements and coordinates activities related to CRISPESH's strategic planning and action plan;
- Accountable for the administration and management of all human, technical, and financial resources;
- Ensures that CRISPESH has the necessary resources to fulfil its mandate.

Financial management component

- Ensures the control and coordination of all CRISPESH budgetary operations;
- Ensures the proper management of finances and follows up regularly;
- Takes charge of soliciting, obtaining, and consolidating funding from government departments or granting agencies;
- Is responsible for the financial aspect of projects and their budgetary follow-up;
- Negotiates and concludes all contracts for the purchase or lease of goods and services;
- Participates in the preparation of financial statements and meets audit requirements.

Human resources management component

- Ensures the flexible, agile, modern, and efficient management of human resources;
- Maintains good communication with a diverse and bilingual team to better understand needs;
- Works to create an inclusive and collaborative workplace;
- Strives to improve practices and quality of life at work;
- Manages the staffing process (posting, hiring, coaching, supervision, and evaluation);
- Updates policies and procedures and ensures adherence by staff members.

Government liaison component

- Maintains collaboration with various government authorities;
- Assumes responsibility for the accountability of the CCTT to the Ministry of Higher Education and the Ministry of Economy and Innovation;
- Is responsible for the application to renew CRISPESH's recognition as a CCTT.

Representation and communication component

- Acts as the official spokesperson for CRISPESH;
- Represents CRISPESH to external organizations, continues outreach efforts, and identifies funding or business development opportunities;
- Develops and maintains partnerships with various sectors in order to innovate for a more inclusive world at the local, regional, national, and international level;
- Develops and implements the communications plan, establishes collaborative relationships with two affiliated colleges;
- Provides the link between CRISPESH and the Synchronex CCTT network.

Board and committee relations component

- Plans, prepares, and attends CRISPESH Board of Directors meetings and the Annual General Meeting;
- Presents the five-year strategic plan, the annual work plan, the annual activity report, and the audited financial statements to the CRISPESH Board of Directors and to the Boards of Governors of the two affiliated colleges, and has them adopted by the Boards;
- Executes decisions made by the Board of Directors and carries out any task entrusted to him or her;
- Participates in the selection of research projects and activities in accordance with the strategic orientations of the Centre;
- Consults and informs the CRISPESH Board of Directors of any personnel changes;
- Maintains excellent communication and close collaboration with the CRISPESH Board and committees;
- Facilitates committee meetings.

Performs all other related tasks.

The person sought

- Demonstrates strong social, interpersonal, communication, and negotiation skills;
- Embodies mobilizing leadership and an entrepreneurial spirit;
- Demonstrates strategic management skills and excellent judgment;
- Has the ability to manage a diverse, bilingual team and foster an inclusive work environment;
- Is able to work both in a team and independently;
- Remains open, responsive, empathetic, flexible, and available.

QUALIFICATIONS

- Hold a university degree at the Master's level or equivalent in administration, education, or a discipline related to CRISPESH's fields of activity;
- Have a minimum of 5 years experience in a management role;
- Have an excellent command of French and a good knowledge of English;
- Have a good knowledge of disability and accessibility issues;
- Knowledge of the scientific research environment is an asset.

SPECIFIC WORKING CONDITIONS

- Type of position: Regular, full time
- Employment category: Executive position
- Workplace: main office located at Cégep du Vieux Montréal or occasionally at the office located at Dawson College
- Hybrid work mode
- Variable schedule
- Occasional travel required
- Annual salary: \$89,317 to \$119,087
- Substantial employee benefits
- A stimulating work environment that promotes well-being

TO APPLY

Please send your cover letter and CV to

crispesh@cvm.qc.ca **by 11:59 p.m. on September 16, 2022.**

At CRISPESH, we take concrete action to promote equity, diversity, and inclusion. One of our actions is to offer accommodation or accessibility measures to candidates with disabilities during the recruitment process. For example, an adapted schedule, reading materials, choice of preferred technology, or use of a sign language interpreter for the interview.

While all applications are reviewed, please note that only those selected for an interview will be contacted.