



**POSITION PROFILE**  
**VICE-PRINCIPAL (COMMUNICATIONS AND EXTERNAL RELATIONS)**  
**MCGILL UNIVERSITY**

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**The University**

McGill University, now in its 195<sup>th</sup> year, is one of Canada's best-known institutions of higher learning and one of the leading research-intensive universities in the world. The University is recognized for the excellence of its teaching and research programs and the strength of its faculty, staff and students. For more information about McGill, please see Appendix A and visit [www.mcgill.ca](http://www.mcgill.ca).

**The Opportunity**

McGill University is seeking an experienced leader to become its next Vice-Principal, (Communications and External Relations). This appointment is for a five-year term, renewable, and will commence on January 1, 2017 or as soon as possible.

Reporting to the Principal and Vice-Chancellor, the Vice-Principal (Communications and External Relations), will lead McGill's Communications and External Relations efforts at the local, national and international levels. To that end, the Vice-Principal will work with the Principal and senior university leaders at the academic and administrative levels, to develop and execute integrated and successful communications strategies to promote McGill's academic mission, advance McGill's interests with various levels of governments and community organizations, and provide communications leadership across the University. The successful candidate is expected to:

**Major Responsibilities**

- Build and cultivate McGill's long-term relations at all levels of government, both political and bureaucratic, in concert with the Principal and Vice-Chancellor and other McGill colleagues, to advance McGill's overall vision and institutional priorities to governments.
- Lead McGill's government strategy and advocacy programs and foster enhanced strategic relationships with all levels of government, as well as with community leaders and organizations, to advance the interests of the University.
- Contribute to the strategic planning of the University's ongoing growth and development, and create opportunities for partnerships with external stakeholders, in order to meet the University's goals.
- Promote and advance positive, active relationships with counterparts across the system of higher education in Quebec and Canada, to provide input and analysis on strategic issues and directions for both McGill and the Quebec/Canadian university systems.

- Work with the University's senior executive team to advance key projects consistent with the University's academic and research plans.
- Consult on, prepare and present policy options, briefing materials, and proposals, in support of advocacy efforts.
- Direct the development of effective internal and external communications strategies and provide leadership and support in advancing McGill's strategic marketing, branding and communications initiatives, including the implementation of a new web model that will oversee more than 40 of the University's key strategic websites.
- Lead McGill's Communications Services, which provides the University with communications and marketing strategy and support and, McGill's Media Relations Office, which acts as the liaison between the University and local, national and international media to build and support relations with external media.
- Establish personal and professional credibility, gain respect and build trust with the executive team, management, faculty, staff and students across the University. This executive will be recognized as an important representative of the University who understands and is responsive to the University's constituents.

## **THE CANDIDATE**

The following criteria are desirable, and will be used in the assessment of candidates for the position:

### **Ideal Experience**

- A graduate degree is preferred and the ability to communicate fully in both of Canada's official languages, especially in French, is required.
- Leadership experience in communications, government and public affairs in complex, multi-unit organizations with a successful track record of working strategically and cooperatively in a team environment.
- In-depth knowledge of municipal, provincial and federal government structures and functions at both the political and administrative levels, gained from progressive experience in positions of increasing responsibility working with or within the government sector, and an established and effective network of contacts.
- A proven record of establishing effective partnerships with all levels of government, public sector institutions and non-governmental organizations.

- Achievements in advocacy and in sustaining effective relationships with all levels of government and community agencies, combined with the ability to advocate for McGill's interests and influence policy at provincial and national levels;
- Ability to function successfully at all levels of the University and collaborate closely with colleagues across McGill to advance institutional goals with the provincial and federal governments, the City of Montreal and other municipalities.
- Ability to develop formal and informal relationships with a wide circle of individuals and organizations, both within and outside the University in order to nurture existing and potential relationships to help achieve the University's strategic plans.
- Significant experience developing and executing strategies and plans in support of communications leadership in a complex, multi-stakeholder organization, and an appreciation of developments in information technology.
- Experience delivering results in a complex administrative organization and the ability to build collaborative teams in support of advancing McGill's communications priorities through traditional and digital mediums to both internal and external stakeholders.
- Superior analytical, organizational, communication and administrative skills and a results-based, collegial management style that demonstrates an appreciation of the University's academic mission and values and its collegial governance structure.

## THE PROCESS

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification. All qualified candidates will be considered; Canadians and permanent residents will be given priority.

The review of nominations, applications and expressions of interest will begin immediately and will continue until the position is successfully filled. Applications should include a letter of introduction, curriculum vitae, and the names of at least three references, to be submitted, electronically, in confidence, to:

Monique Vigneault : [vigneaultm@morecrutement.com](mailto:vigneaultm@morecrutement.com)



514.951.0808 | [vigneaultm@morecrutement.com](mailto:vigneaultm@morecrutement.com) | [LinkedIn](#)

## **Appendix A — McGill University**

McGill University is one of the world's great universities. A member of the Global University Leaders Forum (GULF) of the World Economic Forum and the American Association of Universities (AAU), McGill is consistently cited in the top fifty universities in the world.

McGill comprises two campuses, ten faculties, twelve professional schools, and over 300 programs of study. Over 1000 of McGill's nearly 1700 tenure-track, full-time faculty have been appointed since 2000, bringing vitality to teaching and research endeavours. McGill has recruited 162 Canada Research Chairs, employs approximately 10,000 people, and is home to nearly 40,000 students, over 9400 of whom are graduate students. In the province of Quebec, the University has an economic impact of \$5.2 billion annually.

The University boasts an international network of alumni, including nine Nobel Laureates, and 139 Rhodes Scholars, which is more than any other university in Canada.

Located in Montreal, Quebec, one of the world's most exciting and vibrant cities, McGill is distinguished by the excellence of its faculty, the dedication of its staff, the talent and quality of its students, the contributions of its alumni, and its exceptional record in both teaching and research. The main campus is set upon 32 hectares, and is among the most beautiful university campuses in the world. The Macdonald Campus, spread over approximately 650 hectares, is located in the picturesque town of Ste-Anne-de-Bellevue, on the western tip of the Island of Montreal.

For eleven consecutive years, McGill has been ranked first among Canada's medical-doctoral universities by Maclean's, a prominent business publication in Canada. For more detailed information about McGill, please visit [www.mcgill.ca](http://www.mcgill.ca).