



Legal Education
Society of Alberta

Director of Integration

Legal Education Society of Alberta

Edmonton, Alberta

The Legal Education Society of Alberta (LESA) was founded in 1975 to serve the Alberta legal community. As the primary provider of continuing legal education in the province, we serve the spectrum of educational and professional development needs by delivering high-quality educational programs and resources. We strive to lead the way in corporate culture by valuing our greatest asset—our employees. Combining in-depth knowledge with cutting-edge technology, we aim to provide engaging experiences that meet the diverse needs of legal professionals throughout Alberta. We continue to offer high-quality programs and resources by building and sustaining forward thinking staff and will continue to set standards of excellence as one of **Alberta's Top 70 Employers (2017 & 2016)**.

We are seeking to fill the role of **Director of Integration**, based in Edmonton. This position reports to the Executive Director and forms part of the Leadership Team, which includes the Executive Director, Counsel, and the Director of Education. The position works closely and collaboratively with the Director of Education and Counsel.

THE ROLE

The Director of Integration is responsible for the efficient and effective management of (a) human, financial, physical, technological, and knowledge-based resources (including governance and administration support); and (b) social capital through branding, communications, and community engagement initiatives (including customer/student service).

Relationship building

- Maintain and build effective internal and external relationships by working collaboratively with LESA staff, contractors, service providers, and other stakeholders.

Operations oversight

- Provide specific and detailed input into operations—including goals and objectives, key performance indicators, resource requirements, and budgeting—to help inform the business plan and budget;
- Define the scope, objectives, and overall approach for operations activities and related projects (including specific budget, timelines, resources, and standards) to meet the targets identified by the business plan and budget;
- Maintain (or oversee maintenance of) organizational systems (including practices and policies) and infrastructure;
- Monitor operations against the business plan and budget (including monitoring operational revenue and expenses); and
- Collect data and conduct reviews on operations for use in future planning.

Manage resources

- Work closely with the Integration Team to coordinate reporting, budgeting, tracking, and allocating

operational expenses (including managing payroll and benefits);

- Explore, recommend, and optimize solutions and processes for effective management of resources, including social capital; and
- Oversee execution of resource management activities and social capital management activities, resolving any issues.

Reporting and governance support

- Report to the Executive Director on operations and completion of operational initiatives, with supporting data, to help inform interim and annual reports; and
- Provide governance and administration support and assist with reporting to the Board of Directors.

QUALIFICATIONS

Education

- Bachelor's Degree or Diploma from an accredited college, university, or technical institute in Business Management.

Experience

- Minimum of 3 years of experience in business integration management, preferably in complex or multi-stakeholder environments;
- Experience in human resources;
- Experience developing and executing business plans and aligning operations with organizational goals;
- Experience managing organizational finances; and
- Experience in project management.

Characteristics

- Excellent interpersonal and communication skills (including good political savvy);
- High level of integrity—always honest, open, and trustworthy;
- An appreciation for lifelong learning and development and commitment to continuous self-improvement;
- Willingness to develop functional knowledge and skills (including use of new technology);
- Attention to detail;
- Willingness to understand and engage with stakeholder's perspectives;
- Good problem solving and decision making abilities;
- Strong project management and organizational skills (including organizing competing priorities); and
- Superb leadership abilities that include the ability to motivate, supervise, direct, and develop others.

HOW TO APPLY

If you are interested in being considered for this position, please email your cover letter and resume to careers@lesa.org with "Director of Integration" in the subject line.

CLOSING DATE

This posting closes at 11:59 PM on October 15, 2017, or until a successful candidate has been hired.