



## PTP Job Description

**Job Title:** *Senior Manager*  
**Reports to:** *Executive Director*

### **Job Description:**

*The Senior Manager holds responsibility for strategic and operational planning and management of all aspects, including staff, contracts and budgets, for a number of programs, projects and/or departments. The Senior Manager acts on behalf of the Executive Director in his/her absence. The Senior Manager plays an important role in strategic planning, program developing and policy development. It is the Senior Manager's responsibility to ensure practices and procedures reflect PTP's mandate and goals.*

### **Duties and Responsibilities of this position include:**

#### **Personnel Management**

- 1. In consultation with the Executive Director, recruiting, interviewing, selecting and maintaining well-qualified program staff*
- 2. Implementing the human resources policies, procedures and practices of the organization*
- 3. Establishing and implementing a performance management process for all programs staff*
- 4. Carrying out annual employee performance evaluations: addressing performance concerns in a timely manner*
- 5. Preparing payroll and maintaining attendance records*
- 6. Ensuring employees are apprised of program plans and changes in a timely manner through staff meeting and notices, memos, etc.*

#### **Planning and Management:**

- 1. Planning the delivery of the overall programs and their activities in accordance with the mission and the goals of the organization*
- 2. Developing annual budgets and operating plans to support the programs*
- 3. Managing change and the implementation of new programs*
- 4. Developing a program evaluation framework to assess the strengths of the program and to identify areas for improvement*
- 5. Participating in strategic planning and program development*
- 6. Developing funding proposals and initiatives for programs to ensure the continuous delivery of services and to enhance PTP's programming*
- 7. Coordinating and conducting outreach activities*
- 8. Ensuring best practices are in place – with effective participant assessment, relevant program delivery - so that participant goals are met*

*(Duties and responsibilities continued...)*

**Operations and Management**

9. *Overseeing operations/programs/staff across both sites*
10. *Supporting ED with work at the Board level by preparing for and sitting on committees of the Board*
11. *Assisting ED with any of the following, Financial Management, Legal Matters, Contingency Planning*
12. *Taking on the role of Acting ED if required*
13. *Overseeing the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization*
14. *Ensuring proper documenting of program activities*
15. *Ensuring that program activities operate within the policies and procedures of the organization*
16. *Ensuring reporting is completed as required*
17. *Adhering to PTP policies*
18. *Undertaking other assignments as required*

**This position supervises:**

- *Managers*
- *Coordinators*
- *Counsellors/Instructors*
- *Certain contract staff*
- *Consultants*
- *Administrative assistant*
- *Volunteers on occasion*