



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Director, Post-Secondary Education	
Position Number	Community	Division/Region
71-15634	Yellowknife	Post-Secondary Education

PURPOSE OF THE POSITION

The Director, Post-Secondary Education (PSE) is accountable for providing system-wide leadership, strategic planning and direction for post-secondary education policy, programs and initiatives delivered across the territory. The Director is also accountable for all aspects of the development and delivery of equivalency programs, issuance of the Territory's mature graduation diploma and literacy initiatives. The Director is accountable for the NWT Public Libraries Unit located in Hay River, and for all public libraries in NWT communities. The Director is also accountable for the territory's scientific research agenda and is responsible for the GNWT's scientific research licensing program.

SCOPE

The Director of Post-Secondary Education (Director) is located in Yellowknife and reports to the Assistant Deputy Minister (ADM) of Education and Early Childhood.

A key priority of the Legislative Assembly of the NWT, and the Department of Education, Culture and Employment (ECE), is to ensure that the territory's graduating students and youth have access to advanced education and skill development programming that support enhanced employability amongst NWT residents. To this end, the Director, and Division as a whole, research, review, and evaluate post-secondary education programs to ensure that they are meeting relevant quality standards and the needs of NWT residents.

A key function of the Department is to plan, develop, implement and evaluate post-secondary and adult education programs and initiatives that maximize student success and enhanced employability among NWT residents. The Director oversees the implementation of the NWT *Post-Secondary Education Act* and Regulations which establish the legislative framework to recognize post-secondary education institutions in the NWT, including universities, colleges and private training institutions, as well as a formalized quality assurance system for the accreditation of certificate, diploma, degree programs, and institutions. The Director is expected to incorporate traditional knowledge into all aspects of Divisional work, which



requires a deep understanding of the history and context of NWT Indigenous peoples, Indigenous education and education in the NWT. The Director is also expected to have high levels of expertise in the areas of adult learning (including related to literacy skill development), post-secondary institution and program quality standards and best practices related to conducting scientific research.

As ECE has undertaken a process of significant renewal, independent initiatives and approaches often no longer stand alone. It is expected that the Director will work closely and collaboratively with all ECE Directors and staff, and representatives from other Government of the Northwest Territories (GNWT) Departments, Boards and Agencies, Indigenous Governments, education bodies, early childhood educators, NWT post-secondary institutions, non-government agencies, as well as the public, including students, parents and the community.

Key to success in this position is the management and general oversight of intra and inter-departmental files and priorities. Thus, the Director must work closely with program and senior managers of ECE and other GNWT departments in the facilitation of evidence-based decision-making. The Director must devise innovative and well-integrated solutions to complex problems. To this end, ECE expects all senior managers to do their part in the attainment of the following outcomes:

- Lateral, systems-wide thinking in support of program integration wherever possible;
- Holistic and multi-disciplinary approaches to complex problem areas;
- Leaner, more efficient service delivery;
- Well-defined project charters, including implementation plans and pre-approved budgets for larger departmental projects;
- Evidence-based decision-making;
- Solid research supporting ECE's mandate;
- Matrix management and inter-departmental collaboration;
- Transparent communication in support of public accountability;
- Clearly articulated roles and responsibilities between ECE, partners and stakeholders (i.e. improving the governance and accountability frameworks with ECE's partners); and
- Strategic partnerships across sectors, communities, and government agencies.

The Post-Secondary Education Division sets standards for post-secondary education and program establishment. The division delivers the Department's Adult Recognition Model (ARM), Prior Learning Assessment Recognition (PLAR) program and mature graduation diplomas (e.g., GED) in order to increase access to high quality adult and PSE programming and help increase the ability of youth to actively participate in the labour force. The Division provides funding to support the delivery of literacy programming and initiatives to enhance literacy skills amongst youth. The Division administers administration of the Portal to Online Licensing Applications system (POLAR) and development of annual reports and database of



NWT's research activities in order to ensure that scientific research standards and best practices are rigorously applied and that residents of the NWT are kept informed of on-going studies.

The division also provides support for the provision of public library services in NWT communities, including training and professional development for community librarians, the Borrow-by-Mail service to NWT residents, and the Integrated Library System Database (ILSD) used by NWT Public Libraries, Aurora College, Aurora Research Institute, the Legislative Library and the PWNHC.

The Director works closely with all corporate services divisions of ECE to ensure the development, implementation, monitoring and evaluation of sound pilot projects, strategic Frameworks and Action Plans, compliance to legislation, regulations and Ministerial Directives, and a number of other programs and initiatives.

The Director must work in accordance with the *Education Act*, *Post Secondary Education Act*, *Aurora College Act*, *Student Financial Assistance Act*, *Scientists Act*, *Financial Administration Act*, *Canadian Copyright Act*, and all related regulations, policies, guidelines, strategies and procedures.

The Director is appointed by the Minister of ECE, as the Director of Private Vocational Training under the *Post-Secondary Education Act*, as the Science Administrator under the *Scientists Act*.

Areas of responsibility in the division include:

Post-Secondary Education

This section is responsible for providing strategic analysis and advice on major policy, program, and operational issues affecting post-secondary education, adult education and training in the NWT. The unit provides strategic policy support services in areas such as: evaluation, standards, accreditation, quality assurance, planning, communications, analysis, legislation, culture, financial and operational and capital needs, as they relate to the Department's interests in post-secondary and adult education. This section is also responsible for the implementation of the Skills 4 Success Strategic Framework, equivalency programs (ARM and PLAR), mature graduation programs (GED) and supporting literacy initiatives across the territory.

Public Library Services

This section is responsible for the provision of library services in the NWT including the provision of funding and support to all public libraries as well as direct service delivery to individuals residing in communities with public libraries. The section also administers the Integrated Library System Database (ILSD) used by the NWT Library Consortium.



Scientific Services Office

This section is responsible for providing strategic analysis and advice on major policy, program, and operational issues affecting research (Aurora Research Institute, Science Agenda, etc.). The unit provides strategic policy support services in areas such as: planning, communications, analysis, financial and operational and capital needs related to scientific research. This section oversees the research licensing program and associated Portal to Online Licensing Applications system.

DIMENSIONS

- Reporting Positions: 7 (3 direct, 4 indirect)
- Compensation & Benefits \$1,180,000
- Operations & Maintenance \$214,000
- Grants & Contributions \$38,494,000
- Amortization \$2,072,000

RESPONSIBILITIES

1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Participate constructively in the senior management team of the Department of ECE and contribute to the senior leadership of all systems related to the Department's mandate, and lead the development and monitoring of strategic initiatives to support the Department's mission and goals.
3. Provide expert advice and support to a variety of federal, provincial, and territorial stakeholders on post-secondary education, adult education, literacy and mature graduation related programming, public library services, and the administration of scientific research activities in the territory.
4. Lead the development, design, implementation and evaluation of departmental programs, projects, and policies within the areas of post-secondary education, adult education, equivalency programs, mature graduation, literacy and scientific research, and management of public library services.
5. Provide strategic leadership and advice to post-secondary institutions on post-secondary education programs and initiatives to ensure they meet the statutory requirements, quality standards and the needs of NWT residents, and library programming across NWT.



- 6.** Provide strategic leadership and advice to inform JK-12 education programming and policy decisions that support graduates' transition into post-secondary institutions and the labour market.
- 7.** Provide strategic leadership and advice on the implementation and monitoring of public library services in the NWT, including the provision of integrated library systems applications for the NWT Library Consortium, which includes all NWT Public Libraries, Aurora College, Aurora Research Institute, the Legislative Library and the PWNHC.
- 8.** Provide strategic leadership and advice related to mature graduation and equivalency programming and associated initiatives such as ARM and PLAR.
- 9.** Provide strategic leadership and advice related to the division related to the Department's literacy programs and initiatives.
- 10.** Provide strategic leadership and advice related to scientific research licensing, data collection and monitoring and reporting requirements.
- 11.** Provide strategic leadership and direction to the Post-Secondary Education Division and other areas of the Education and Early Childhood branch to improve the effectiveness of post-secondary education programs and services across the NWT.
- 12.** Lead the management of contribution agreements, grants, and other financial arrangements with partners for the administration and delivery of post-secondary education programs, adult education programs, literacy programs and scientific research.
- 13.** Lead the development of strong, effective partnerships and alliances with GNWT Departments, Indigenous Governments and Organizations, the private sector, and post-secondary institutions.
- 14.** Lead the development and revision of all legislative and policy initiatives, including legislative amendments, interdepartmental and intergovernmental protocols and agreements consistent with the goals and strategic priorities of the Legislative Assembly.
- 15.** Lead consultation and engagement activities with a wide variety of partners and stakeholders to convey post-secondary education, adult education, literacy program and scientific research information, gather input on post-secondary education, adult education, literacy programs and scientific research licensing requirements, services, and trends, and explain GNWT programs and services.



- 16.** Direct high-level research and analysis on post-secondary education, adult education and literacy governance, programs, and services to direct policy and program development, implementation, evaluation and revision of major education initiatives designed to increase NWT student achievement for all in terms of equity, quality and preparing students for the future.
- 17.** Oversee the development and implementation of broad-based, interdepartmental government frameworks, strategies, and agreements, including performance measures and reporting requirements.
- 18.** Provide senior level expertise, advice and strategic recommendations to the Deputy Minister and Assistant Deputy Minister on legislation, policies and strategic initiatives related to post-secondary education programs, adult education programs, equivalency programs, mature graduation programs, literacy programs, public library services and scientific research. This will include Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence, and reports.
- 19.** Lead the division's strategic and fiscal planning, including the development of annual priorities and operating plans, main and capital estimates, monitoring and forecasting expenditures, variance reporting, year-end activities and contracting functions.
- 20.** Lead the division's human resources, including recruitment, staff training, career guidance, performance evaluation, and succession planning.
- 21.** Represent the Department on a wide range of intragovernmental and intergovernmental committees dealing with post-secondary education, adult education, literacy programs and scientific research.
- 22.** Act as a spokesperson for the Department with the media on matters related to post-secondary education and NWT library services.

WORKING CONDITIONS

Physical Demands

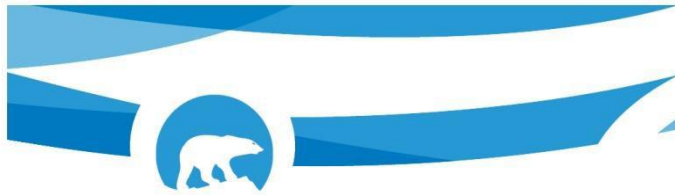
No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.



Mental Demands

The work involves some travel, and encounters competing priorities and deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to acquire knowledge of the NWT and federal social/political environment.
- Knowledge of post-secondary education programs, processes and quality standards.
- Knowledge of adult education programs including equivalency programs and mature graduation programs.
- Knowledge of scientific research and associated processes, standards and requirements.
- Ability to acquire knowledge of the NWT JK-12 education system and programs supporting graduates to transition into the world of post-secondary education.
- Knowledge of public library management and programming.
- Ability to acquire knowledge of territorial legislation, policies and standards related to post-secondary education, adult education and scientific research.
- Ability to acquire knowledge of the NWT communities, Indigenous peoples' cultures, and Indigenous worldview and ways of knowing.
- Ability to acquire knowledge of current NWT Indigenous leadership, leadership systems and community leaders, including Indigenous language communities.
- Knowledge of program planning, development, and evaluation.
- Knowledge of project management and the ability to lead large and complex projects from development to implementation.
- Knowledge of the principles and practices of performance measurement.
- Knowledge of strategic planning, budgeting, and program management.
- Knowledge of human resource, financial, and operational management practices.
- Oral and written communication skills.
- Ability to prepare presentations, briefing notes, charts and graphs, reports and publications for a wide variety of audiences.
- Judgment and problem-solving skills to deal with a variety of issues, many of which are immediate, sensitive and controversial.
- Planning and organizational skills to translate the government and departmental vision into achievable goals and actions.
- Ability to analyze, interpret and evaluate a wide range of information and to apply it within the unique socio-political environment of the NWT.
- Ability to inform JK-12 education programming and policy decisions that support graduates' transition into post-secondary institutions and the labour market.
- Ability to build and maintain excellent working relationships with colleagues in the GNWT, with colleagues working across multiple systems in ECE, with Aurora College and with partners outside of the government, including postsecondary institutions.
- Ability to lead a multi-faceted, professional team in a cross-cultural environment.
- Ability to manage a variety of diverse work assignments and projects in a rapidly changing environment.



- Ability to effectively represent ECE and its position accurately and professionally in a variety of consultations, meetings, presentations and other situations.
- Ability to act independently and anticipate issues and needs to provide support to staff, partners and stakeholders.
- Ability to work effectively and diplomatically with a wide range of internal management as well as external stakeholders and senior representatives.
- Ability to make effective decisions involving multiple considerations.
- Ability to work under pressure and effectively delegate in an environment with compressed deadlines and multiple deliverables.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a University degree in Education, Adult Education, Business Administration, Public Administration, Science, or related field, and eight (8) years of related experience, including three (3) years of management experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☒ French preferred

Indigenous language: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred