



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Manager, Post-secondary Education	
Position Number	Community	Division/Region
71-7967	Yellowknife	Post-secondary Education/HQ

PURPOSE OF THE POSITION

The Manager, Post-secondary Education is responsible for providing strategic analysis and advice on major policy, program, and operational issues affecting advanced education (post-secondary, adult education and training, literacy, research and the knowledge agenda/economy) in the Northwest Territories (NWT).

SCOPE

Located in Yellowknife, the Manager, Post-secondary Education (Manager) reports to the Director, Post-secondary Education, and oversees the development of new approaches to government strategies, policies and programs related to the Department's mandate in the advanced education and labour market fields. The Manager is directly responsible for providing strategic policy support services in areas such as: legislation, standards, accreditation, quality assurance, education and training programs, planning, communications, analysis, evaluation, financial and operational and capital needs, as they relate to the Department of Education, Culture and Employment's (Department) and the Government of the Northwest Territories' (GNWT) interests in advanced education of the NWT.

The Manager is also responsible for the strategic planning, management, implementation, monitoring, and review of overarching labour market initiatives, including the Skills 4 Success 10-Year Framework and Action Plan. The Manager may also provide advice and support for similar functions related to other departmental strategies.

A key priority of the Legislative Assembly of the NWT, and the Department is to ensure that NWT residents, particularly high school students and youth, have access to advanced education and labour and skill development programs that enhance employability and allow residents to access job and career opportunities is a key priority of the Legislative Assembly. Ensuring that NWT residents are able to fully participate in NWT employment opportunities



will result in a strong and vibrant economy with the benefits accruing to northerners in all communities across the NWT.

The Manager represents the Department and coordinates a number of interdepartmental or interagency committees, and interacts with other divisions within the Department, other GNWT departments, federal, Indigenous and other governments, post-secondary institutions, adult education delivery organizations, non-government organizations, and research-related organizations.

The Manager meets regularly with provincial, territorial, federal, and Indigenous government representatives and is a member of a variety of Federal/Provincial/Territorial (FPT) committees and is involved in ongoing formative and summative evaluations of post-secondary, adult education, and training. Further, this position frequently works with key representatives from post-secondary and adult education and training institutions, organizations, and agencies locally, nationally, and internationally.

This position requires the incumbent to keep current on major policy, programs, issues, and directions in the fields of post-secondary and adult education and training in order to respond effectively and develop positions and approaches that reflect a high level of political, economic, social sensitivity, and responsiveness.

The Manager works cooperatively with Department personnel to implement priorities, mandate items and key initiatives related to Advanced Education.

The Manager provides strategic and policy advice to senior management in the Department, on key issues related to advanced education. The Manager also provides strategic and policy advice to Department divisions, GNWT departments, other governments, post-secondary institutions, adult education delivery organizations, non-government organizations and the general public.

The Manager plays a major role in maintaining the integrity, quality, and recognition of the NWT's post-secondary and adult education by applying sound methodology that may include analysis, evaluation, and accreditation. In addition, the Manager also assesses a variety of problems and issues, researches background and details, and develops options and/or recommendations that are sound, strategic and sensitive to the cultural and political nature of the NWT.

The Manager is responsible for the development and implementation of strategic policy initiatives on major advanced education fields in the Department, and develops papers that include briefing notes, speaking notes, financial submissions, decision papers, etc. for senior management.



The functions of the Manager are guided by and must be in compliance with the GNWT's and Departments' legislation, policies, directives, strategies, initiatives, frameworks, procedures, legislation, etc., such as the *Education Act* or the *Financial Administration Act*, the Skills 4 Success Initiative, or the Education Renewal Framework as well as local or other inter-jurisdictional initiatives.

Working with the Department's Corporate Services, the Manager administers the NWT accountability framework for all post-secondary institutions in the NWT.

The Manager supervises Coordinator and Advisor positions, and oversees contribution agreements, contract spending and contract authority up to \$100,000.

This position requires the incumbent to manage tight timelines, competing priorities and demands for service, unpredictable workloads, and complex issues. Tact is required when resolving conflicts. Work is often conducted in political and emotion-laden situations.

RESPONSIBILITIES

- 1. Provide strategic analysis and policy advice to senior management on major policies, programs, and operational initiatives.**
 - Gather critical and key information to provide expert advice and recommendations.
 - Represent the NWT and actively participating on territorial, FPT, national and international committees.
 - Participate in the NWT's research and knowledge agenda/economy by working in co-operation with Aurora Research Institute (ARI), other GNWT departments, other governments, and/or post-secondary institutions.
 - Conduct extensive research, gathering critical information and preparing papers such as financial submissions or decision papers.
 - Research and recommend new and/or innovative operations and capital funding sources.
 - Researching and developing strategies, programs and initiatives to enhance academic achievement and skills development in Advanced Education.
- 2. Monitor and oversee the unit operations.**
 - Develop documents such as: decision papers, position papers, briefing materials, funding proposals, policy proposals, options papers, and financial management board submissions.
 - Oversee the implementing key initiatives.
 - Oversee the coordination of literacy activities, including Literacy Awards, and Literacy Week.
 - Ensure that programs implemented at all NWT post-secondary institutions meet accreditation and quality assurance standards.



- Continued development and management of post-secondary related funding and accountability frameworks in the NWT that includes Establishing reporting and monitoring cycles,
- Manage the implementation of Cabinet and Ministerial direction to Advanced Education.
- Monitor consistency of standards between NWT institutions and other educational organizations with similar programs.
- Monitor accredited NWT institutions to maximize transfer credits to other institutions.
- Identify priorities for evaluation and the analysis of the results.
- Monitor the effectiveness of post-secondary programming on meeting labour market demands.
- Respond to international and inter-jurisdictional research and reporting requests.
- Promote partnerships with institutions, organizations and various governments (territorial, federal, community, Indigenous, etc.).
- Identify and manage consultants and contractors.
- Review and analyze funding proposals from institutions, organizations and agencies to ensure that the priorities of the GNWT and Minister are being met.

3. Manage agreements, contracts and transfer payments.

- Oversee contribution agreements (small to multi-million dollars in value) contracts and transfer payments.
- Oversee the administration of the transfer for literacy funding to the NWT Literacy Council, the Community Literacy Development Fund, and for literacy programming at Aurora College.
- Negotiate the terms and conditions of financial and legal instruments.
- Approve documents within signing authority and/or ensure the appropriate approval is finalized.

4. Represent and support Departmental interests relating to advanced education.

- Chair and/or participate, as well as represent the NWT local, inter-jurisdictional and international initiatives, FPTs, etc.; including literacy.
- Provide advice and consultative services for others seeking information on Advanced Education in the NWT.

5. Lead and/or support the development of strategic initiatives to support the Department's mission and goals.

- Actively participate in the development of priorities that meet Departmental needs and fit with organizational objectives.
- Assess labour market information needs, evaluate the effectiveness of tools, resources, communications, delivery, distribution modes and services to best meet the needs of a variety of stakeholders.



- Direct research studies and special projects to identify new opportunities for labour development strategies.
- Oversee analysis of regional/territorial/national/international recruitment, retention, immigration, labour market development and trends and events which may impact or be adopted by the NWT.
- Manage projects and strategic initiatives of major significance to ensure the overall success of ECE and the GNWT.
- Communicate results and recommendations to the department's senior management and/or regional offices.
- Support other units in consultations with stakeholders with respect to labour and workforce development related issues.
- Make recommendations to improve the design and delivery of programs offered under contracts and contribution agreements.

6. Manage the Post-secondary Education unit.

- Supervising staff.
- Establish annual work plan for self and team.
- Administer budgets, monitor expenditures and report on variances.
- Review and edit divisional documents.
- Manage and evaluate staff performance.
- Conducting and attending meetings where appropriate.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to acquire and apply knowledge of local and national post-secondary, adult education and training programs.



- Knowledge of adult education and training theory and practices.
- Knowledge of and/or the ability to acquire and apply knowledge of the GNWT's legislation, policies and guidelines related to post-secondary, adult education and training, research and the knowledge agenda/economy.
- Ability to acquire knowledge of the NWT's cultural, political, economic and social fabric at community, regional and territorial levels.
- Knowledge of policy theory and development.
- Writing skills.
- Skills in developing and making presentations.
- Skills in negotiating and communicating in cross-cultural environments.
- Skills in critical and strategic thinking.
- Skilled in financial and project management.
- Skills in research, analysis and reporting.
- Skilled in motivating staff and promoting teamwork while being empathetic and compassionate.
- Skilled in program development and design.
- Interpersonal and communication skills.
- Ability to manage multiple projects and multi-tasking.
- Ability to research, analyze, synthesize and organize complex information.
- Ability to communicate complex information clearly, succinctly and logically.
- Ability to work in a complex multi-faceted and diverse cultural environment.
- Ability to develop and manage budgets and annual work plans.
- 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 Bachelor Degree in Business Administration, Public Administration, Adult Education or a related Social Science, and five (5) years of relevant policy or planning experience and experience related to post-secondary education; and one (1) year of supervisory or team lead experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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