IDENTIFICATION

Department	Position Title	
Aurora College	Manager, Policy Development	
Position Number	**Community**	**Division/Region**
91-10541	Fort Smith	Corporate Services & Administration

PURPOSE OF THE POSITION

The Manager, Policy Development is responsible for providing institution-wide leadership and coordination of policy development, review, revision, dissemination, and management and institutional research primarily in policy. The incumbent ensures that policies are well-defined, accessible, and support institutional quality assurance requirements. In addition, the incumbent develops, manages, and prepares reports, policies, and documents for presentation to Aurora College's governance bodies. The incumbent prepares option and position papers as required.

SCOPE

The Manager, Policy Development operates in Fort Smith and reports to the Vice President, Corporate Services & Administration. The incumbent directly supervises two policy advisors and may supervise an intern or summer student.

The Manager, Policy Development works with the policy advisors and representatives from all divisions of Aurora College to develop and revise institutional policies by providing leadership, direction, and coordination. The incumbent leads the development, review, revision, dissemination, and management of academic and non-academic policy.

The incumbent will provide research and resource services related to special projects. The development of suitable policies, resulting from good quality research and analysis has a significant impact on Aurora College students, faculty and staff, and adult education programming throughout the College system. Breaches of confidentiality and/or the provision of inaccurate/incorrect information and documents can have serious internal and legal implications.

RESPONSIBILITIES

1. **Leads, directs, and coordinates policy development, research, review, revision, and dissemination for Aurora College.**
   - Reviews existing Aurora College policies, analyzes findings, and ensures policies are updated to meet current college needs and requirements.
   - Research existing policies from other post-secondary institutions to ensure that Aurora College policies meet nationally accepted practice and support institutional quality assurance requirements.
   - Identifies areas where policies need to be developed.
   - Develops and maintains a framework for managing the review, revision, and development of policies.
   - Prepares and coordinates an annual workplan to review policies due for review as identified in the policy development framework.
   - Identifies, directs, and coordinates the involvement of faculty and staff with specialized knowledge and/or areas of expertise in the development and revision of policy.
   - Drafts policies based on research findings and makes recommendations to Vice President(s).
   - Coordinates and chairs meetings and activities of the Aurora College Policy Working Committee by developing or directing the development of draft policy documents and providing follow-up.
   - Prepares final draft policies for presentation to the approving governance body.
   - Ensures Aurora College faculty, staff, and students are apprised of new and revised policies by sending updates and ensuring new and revised policies are made available on the College's website and SharePoint.

2. **Communicates policy expertise to others.**
   - Plans and coordinates staff workshops and training in development and writing of policies.
   - Maintains an ongoing and effective communication and positive relationship with GWNT and College faculty/staff regarding policy issues.

3. **Leads and supervises direct reports.**
   - Establishes the priority issues for action by others in the department.
   - Ensures all those working in the department or other applicable stakeholders fully understand and follow all institutional policies that apply to them and comply with legislation.
   - Encourages those working in the department to informally promote Aurora College' activities.
   - Promotes workplace safety in all the department's activities. Ensures staff in the department perform regular safety inspections of equipment and work locations with timely resolution of safety issues.
   - Fosters teamwork and supports the work of staff in the department. Attends, and may help coordinate, team-building functions outside the department.
   - When applicable, actively seeks constructive input from staff on how to capture and build on the synergies of all three campuses & other regions.

- Develops, revises, and budgets a training plan to map out training requirements for all in the department, as well as developmental/beneficial training.
- Reviews and approves professional development plans for direct reports and monitors follow-up activities to maintain high standards of performance.
- Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy.
- Ensures all new direct reports are fully oriented to the institution, their positions, and where necessary, to their community.
- Ensures appropriate and consistent action is taken to discipline staff when necessary, using the progressive discipline model. Seeks assistance from the VP Corporate Services & Administration and GNWT Department of Human Resources to enforce discipline and from the President's Office in the event of dismissal.
- Monitors employee performance on an on-going basis and completes annual performance reviews. Coaches and mentors staff as appropriate to improve performance.
- Encourages staff in the department to liaise with those in other departments, and campuses/regions, both virtually and in person.
- Ensures service assignments to staff in the department are appropriately shared.

4. **Contributes to the effectiveness, safety, and reputation of Aurora College**
- Develops short-term plans for the department, ensuring alignment with Aurora College strategy/plans. Provides input and support to the VP Corporate Services & Administration with creation of the divisional plan.
- Collaborates with other Managers to resolve any operational misalignment across departments.
- Creates reports and briefing notes for the VP and other applicable stakeholders as required.
- Develops proposals, reports, and briefings with/for other agencies, departments, partners, funders, and post-secondary institutions as necessary.
- Participates in an appropriate share (as defined by the VP Corporate Services & Administration) of institutional service assignments, such as leading/participating in committees, task forces, and ad hoc projects.
- Identifies risks as it relates to the department, escalating to the Director of Finance/CFO for mitigation.
- Provides input and pertinent information to others for new initiatives as required.
- Undertakes/leads special projects, with VP Corporate Services & Administration approval.
- Manages the department's budget and ensures the salary and Operations and Maintenance budgets are aligned with strategic/divisional budgets; are realistic and effective; and closely monitored through monthly variance reports. Works with staff and/or the Finance Manager for the Division to take corrective action as required to meet budget targets.
- Where applicable, supports the creation and maintenance of 3rd-party agreements, contracts, and partnerships with other institutions, organizations, and suppliers.
- Maintains and supports relationships important to the unit and/or department by meeting regularly with stakeholders including, but not limited to, Indigenous

organizations, regional and community leadership, federal and territorial government divisions, and partners in education, research, business, or industry.
- When asked by the VP Corporate Services & Administration, may represent the institution or Policy department at meetings.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of post-secondary policy, programs, and methodologies.
- Knowledge of research and analysis methods, including statistical analysis in a post-secondary environment.
- Skills in MS Office, Internet, Email, and database software.
- Skills in proposal, policy and report writing.
- Skills in facilitation and presentations.
- Skills in conceptual thinking, research, data analysis and problem-solving.
- Skills in managing a team, supervising staff, and budget development/management.
- Ability to manage projects effectively.
- Ability to learn and apply college-specific policies, procedures, and regulations.
- Ability to work both independently and collaboratively.
- Ability to prioritize and plan work, meet deadlines, and manage multiple projects simultaneously.
- 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:

A bachelor's degree in a related field with 5 years of relevant 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: Select language

- ☐ Required
- ☐ Preferred