

IDENTIFICATION

Department	Position Title	
Aurora College	Vice President, Education and Training	
Position Number	Community	Division/Region
91-1196	Fort Smith	Education & Training

PURPOSE OF THE POSITION

The Vice President, Education and Training (VPET), as the chief academic and policy head for the Education and Training Division, provides the overall leadership and management of the division, its faculty, staff and programs, college-wide.

The VPET ensures that academic excellence and integrity govern all elements of the division's work, fosters an environment that is consistent with principles of adult learning, and is respectful of the many cultures and communities of the Northwest Territories. The VPET establishes short and long term plans for the division which flow from Aurora College strategic plans; ensures that full academic library services are provided to students, faculty, and staff; creates processes and procedures for the on-going monitoring, evaluation and renewal of all programs as well as the establishment of new programming; ensures academic standards are maintained and innovation and technology is incorporated as appropriate.

Aurora College uses a multi-campus delivery model that the VPET ensures is fully embraced at all levels of programming College-wide. The VPET leads the negotiation of agreements with other post-secondary institutions and ensures all aspects of such agreements are adhered to and all resulting partnerships are positive and productive.

The VPET supports the mission, values, goals, and policies of Aurora College and the GNWT as a whole. The position is governed by a range of legislation and plans including, but not limited to: Aurora College Strategic and Business Plan, Policy and Procedures, Code of Ethics; Aurora College Act, Education Act, Post-Secondary Education Act, and related legislation, regulations, policies and guidelines; UNW Collective Agreement; Federal and Territorial Human Rights Legislation.

SCOPE

The VPET reports directly to the President, Aurora College as a member of the Executive Leadership Team and collaborates regularly with the Vice Presidents, Community & Extensions, Student Affairs, Research and the Director of Finance.

The VPET provides leadership to the Schools of: Arts & Science, Business & Leadership; Education; Health and Human Services; Trades, Apprenticeship and Industrial Training; and Centre for Learning and Teaching Innovation, Libraries, and Information and Systems Technology. Reporting to the VPET are: Executive Assistant; Academic Advisors; Director, Centre for Teaching and Learning; Manager, Policy; Manager, Information Systems and Technology. The VPET also supervises the, Chair, Libraries and College Librarian and five (5) school Chair positions. In total, the VPET is responsible for approximately 120 staff and the academic accountabilities of half of the student body, which is approximately 665 students annually.

The VPET initiates formal agreements for credit transfers through the development of, articulation agreements and partnerships with territorial and provincial colleges, universities, and professional agencies and maintains existing agreements including those with: the Certified General Accountants Association of the Northwest Territories/Nunavut and the universities of Lethbridge, Regina, Saskatchewan, Victoria, Northern British Columbia, Alberta as well as Yukon University and Nunavut Arctic Colleges. Additional formal partnership agreements for the delivery or development of programs are created with Aboriginal Organizations, non-government organizations, various government departments, and industry.

The annual budget for the Education and Training Division is \$ 13.5 million which includes salary, O&M, and third-party funding.

The VPET is the Chair of the Academic Council. The Academic Council forms one-third of Aurora College's governance model. The Academic Council is established in the Aurora College Act to: promote best practices in the development of academic programs, research programs and associated supports; provide advice and recommendations to the Board on strategic direction of the college, college policies that affect faculty, staff, and students; make decisions with respect to academic and education programs, policies and services. The Academic Council is comprised of 27 members including ex-officio, appointed, and elected faculty, staff and students. As the Chair of Academic Council, the VPET is responsible for overseeing the effective functioning of the Academic Council, election and selection of members, establishment of standing and adhoc committees, and reporting and communication of Academic Council decisions, recommendations, and activities to the Board of Governors, President, and all faculty, staff and

students.

The VPET may be required to act on behalf of the President.

The impact of this position is significant. The Education and Training Division under the VPET's direction has impact on the integrity and development of the College's academic programming and standards; the College's potential for growth and continued credibility; the confidence of employers and potential students to choose Aurora College; the ability of Aurora College graduates to be successful in future post-secondary studies; the availability of qualified northerners to assume positions in the private, public and not-for-profit sectors and the overall reputation of Aurora College and its many partner organizations. This position has a significant impact on the academic governance and establishing the academic standards for the institution.

DIMENSIONS

- Reporting Positions (13 direct, and 120 indirect)
- Compensation & Benefits (\$) 12 million
- Operations & Maintenance (\$) 8 million
- Grants & Contributions (\$) 20 million
- Capital (\$) 0

RESPONSIBILITIES

1. Leadership and Management.

- Establishes a vision for the division which flows from the Aurora College Strategic Plan, direction from the President, and integrates high academic expectations, instructional excellence, student-centered approaches, and creative and collaborative endeavours.
- Working with the President, Senior colleagues, Directors, Chairs, Managers, faculty and staff, develops immediate and long-term strategic plans to guide the growth and direction of the division; to establish priority issues for action; and to provide a planning framework for Chairs in the division.
- Leads the effective establishment and operation of the Academic Council in accordance with the Academic Council Terms of Reference; Chairs meetings and ensures meeting protocols are followed; and communicates decisions, recommendations and activities of the Academic Council.
- Ensures that the on-going development of the Education and Training Division within the multi-campus delivery model is effective and successful; implements team building communication processes among staff to create a single team from all three campuses; actively seeks constructive input from faculty and staff on how to capture and build on the synergies of the three campuses.

- Provides strategic leadership and oversight to the Information and Systems Technology team and the development of an information and systems technology strategy for the College.
- Provides strategic leadership and oversight to the College libraries to ensure that library resources meet the evolving needs of faculty, students and researchers.
- Establishes a culture of student academic advising and directly supervises the Academic Advisors who ensure that students receive the best guidance and support as they navigate challenging academic decisions, planning, and changes; leads systemic and functional changes to integrate a supportive team approach to academic advising.
- Demonstrates a commitment to on-going professional development. Remains abreast of evolving thinking in the field of adult learning and actively pursues opportunities for professional growth. Nurtures a culture of professional development among all faculty and staff.

2. Academic Integrity.

- At the direction of the Aurora College Board of Governors and President, oversees the Academic Council operations to ensure the institution establishes a high level of academic governance, planning and continuous quality improvement; researches, develops and maintains the Academic Council Terms of Reference for approval by the Board of Governors.
- Establishes a culture of evaluation within the division using a variety of methods such as: multi-year evaluation calendar and assessment criteria from partner universities; built-in benchmarks for evaluation in every project/program; actively soliciting student and faculty, staff feedback. Ensures information and data received through such processes is included in program renewal and provided to the President for further discussion.
- Leads the work of Chairs and Program Heads in the development of new programs and in preparing business cases for consideration by the Board of Governors and executive leadership; prepares applications for new programs for regulatory approval by the Minister of Education, Culture and Employment and other regulatory bodies (ex. Registered Nursing Association); and creates plans and documents to meet quality assurance review bodies such as Campus Alberta Quality Council and GNWT Post-Secondary Act regulations.
- Ensures college programs meet standards identified by national and territorial accrediting bodies, organizations, agencies, and government departments. Some of these groups/standards include, but are not limited to, professional associations, National Occupational Standards, Red Seal certifications, and Colleges and Institutes Canada.
- Where required, works with the respective manager to develop terms of reference and contracts for evaluation undertakings; establishes internal teams to conduct evaluations as appropriate; develops management responses to evaluations. Works with the Manager, Policy and Institutional Research to identify, plan, and conduct research

related to programs, policy, and governance in the Education and Training Division. Works with the Manager, Information Systems and Technology to identify and plan for information and technology needs college-wide that support student, faculty and staff academic needs.

- Works closely with the VP, Community & Extensions to ensure all Access programs sufficiently prepare learners to be successful in further post-secondary studies and to ensure that the deliveries of community-based academic programming meets college standards and is carried out in an effective and efficient manner.

3. Human Resources.

- Encourages the development of leadership skills and knowledge in all faculty and staff and in particular with the Chairs and Program Heads through mentoring and on-site supports.
- Develops an Academic Plan for the College and an education and training plan for the division to map out strategic academic direction for the College and education and training requirements as well as developmental/beneficial training for all faculty and staff.
- Determines staffing requirements for program and service delivery based on existing plans and budgets and in consultation with appropriate staff. Works with Chairs to ensure instructor workloads are in compliance with the Collective Agreement.
- Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy. Ensures all staff are fully oriented to the College, their positions, and to their communities.
- Implements a performance management process for all staff, which includes the growth and professional development of staff and the completion of annual performance reviews. Coaches and mentors staff as appropriate to improve performance.
- Ensures appropriate and consistent action is taken to discipline staff when necessary using the progressive discipline model. Seeks assistance from GNWT Department of Human Resources to enforce discipline and from the President's Office in the event of dismissal.
- Establishes a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

4. Agreements with Post-Secondary Institutions and Professional Associations.

- Initiates and coordinates co-operative arrangements with other post-secondary institutions and professional agencies throughout Canada including Nunavut Arctic College and Yukon University.
- Assesses each School's needs for transfer agreements and researches other institutions' programs where the potential for credit transfer exists. Initiates, discusses and negotiates agreements with the institution and ensures programs are relevant and appropriate for delivery in the NWT.

- Works with the Aurora College Office of the Register to ensure currency of program documents transferability through the Alberta Council on Admission and Transfers and British Columbia Council on Admissions and Transfers.
- Ensures all required staff are aware of the elements of the articulation agreement(s) relating to their program area and monitors the on-going implementation of the agreement to ensure all terms are met. Ensures positive, on-going dialogue and consultation with the partner institution.

5. Third Party Agreements and Partnerships.

- Develops and implements communications to ensure outside organizations are aware of third-party opportunities and processes.
- Seeks and develops third-party initiatives and, as necessary, facilitates development of strategic alliances among funding agencies and clients to make training opportunities possible.
- Develops proposals, as required, in consultation with clients and potential funding agencies and sources and maintains on-going liaison to ensure positive partnership relationships; ensures all staff understand the elements of successful working partnerships; ensures that third-party reporting requirements are met and submitted and maintained.

6. Financial.

- Assumes overall accountability for ensuring the salary and O & M budgets are developed in concert with strategic and program plans; are realistic and effective; and are closely monitored through monthly analysis with staff and the Director Finance. Takes corrective action as required to meet budget targets.
- Ensures faculty is fully involved with the budget process and accountable for their Schools' budgets.

7. Policy Development.

- Under the President's direction and in accordance with the Aurora College Strategic Plan, establishes and implements a process for reviewing existing policies and developing new policies for the College; ensures the policy development process benefits from research into other jurisdictions and that significant vetting and input from faculty, staff and, as appropriate, students takes place.
- In collaboration with the Vice President, Community & Extensions, Vice President, Research, Director of Finance/CFO and the Vice President, Student Affairs reviews existing and develops new specific policies. Presents policies to the Board of Governors and/or to the Policy and Programs sub-committee of the Board for review and approval; ensures all required staff and students fully understand existing and new policies.

8. Communication and Information.

- Ensures faculty and staff are made aware of and abide by the College Strategic Plan, Academic Plan, and Business Plan, College Policies and Procedures, relevant government policies, as well as other directives from the College Board of Governors and the President's Office.
- Works with the Manager, Communications and College Relations to create internal and external communication plans that will ensure faculty and staff receive important information in a timely manner and programs are advertised for potential students. Devises appropriate communication vehicles where Education and Training Division projects cross over other divisions.
- Oversees reporting and communication of the Academic Council to the public, Board of Governors, President, faculty, staff and students.
- Establishes and maintains relationships important to the Education and Training Division by meeting regularly with stakeholders including, but not limited to, Aboriginal organizations, regional and community leadership, federal and territorial government departments, partners in education, business and industry.
- When asked by the President, represents the College at meetings, symposiums, workshops, community functions, and Aboriginal and First Nations functions.
- Provides reports and briefing notes for the President, Board of Governors, or Department of Education, Culture and Employment as required.

9. 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.

WORKING CONDITIONS

Assumptions are that the incumbent is reasonably suited to the job, and performs competently, and that all appropriate measures have been taken to mitigate undesirable working conditions.

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Frequent travel by road (and winter roads) or by small aircraft to the three campuses or smaller communities can occur at any time of year. When travelling to communities, the incumbent must be prepared to live and work in a variety of conditions for short periods.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the social, political and cultural environment as it effects adult learning in the Northwest Territories, along with Aboriginal Identity, Aboriginal Self-Government and community empowerment initiatives;
- Knowledge of leadership, motivational theory and effective practices; team building, relationship building with faculty, staff and students; success in a multi-layered organization; networking;
- Knowledge of organization and structure of colleges; post-secondary systems, program development; planning; the relationships between the colleges and various partners in communities, both in the North and in post-secondary institutions throughout Canada;
- Knowledge of post-secondary academic administration and governance best practices, theories, and strategies;
- Knowledge of post-secondary information technology and systems technology standards, best practices, administration and strategic leadership;
- Knowledge of post-secondary library administration, leadership and resourcing;
- Knowledge and ability to effectively manage risk management and legal matters relating to student practicum agreements, program deliveries especially in off campus settings;
- Knowledge and ability to implement innovation and change within a division;
- Knowledge of organizational behavior and design;
- Knowledge of effective Human Resource practices and the ability to mentor and evaluate;
- Knowledge of the organization and structure of colleges; post-secondary systems, program development and planning;
- Successful development of working partnerships;
- Knowledge of financial administration, generally accepted accounting principles and budget preparation, as well as, the ability to monitor variances and implement required budgetary controls and/or corrective action;
- Knowledge of needs assessment; analysis of regional and national educational and labour market trends;
- Ability to negotiate and attract third party investment to expand program and service delivery;
- Knowledge of strategic planning; short and long term planning;
- Ability to manage tight time deadlines and multiple priorities;
- Knowledge of curriculum development and renewal at the post-secondary level;
Knowledge of research methods, research project development and implementation, needs assessments and program evaluation and management.

- 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 Doctoral Degree in Education, Adult Education or a related field; and ten (10) years of experience in post-secondary academic positions including instructional, program lead, school lead, and senior leadership related roles; and including five (5) years of relevant post-secondary leadership experience.

Two (2) years of experience working in post-secondary education of Indigenous students in northern communities, and three (3) years of experience in program/curriculum development and research in post-secondary academic programs will also be included in the ten (10) years of experience indicated above.

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