

IDENTIFICATION

Department	Position Title	
Aurora College	Vice President, Corporate Services & Administration	
Position Number	Community	Division/Region
91-17316	Fort Smith	Corporate Services & Administration

PURPOSE OF THE POSITION

The Vice President, Corporate Services & Administration (“VPCA”), as Aurora College’s head administrator and strategic leader for the Corporate Services & Administration Division, provides overall administrative leadership for the College and management of the Corporate Services & Administration Division. The Corporate Services & Administration Division provides necessary services and operations; including Finance, Information and Systems Technology (IST), and Policy functions; that support the delivery of core academic and research programs across the College.

In conjunction with the President, other Vice Presidents, and guidance from Aurora College’s three governance bodies (Board of Governors, Academic Council, and Indigenous Knowledge Holders Council), the VPCA shapes the future direction for the institution, provides visible change leadership on all institutional initiatives designed to make that desired future a reality, and collaborates with other executive leaders to resolve any misalignment across divisions within the organization. The VPCA develops/revises internal policies and ensures compliance to external regulations or standards specific to the division and oversees policy/compliance processes for the entire institution. All Vice Presidents, including the VPCA, play a pivotal role in generating revenue/tuition, securing sources of institutional funding, and ensuring cost-effectiveness to support the financial sustainability of Aurora College and appropriate allocation of its resources.

The VPCA ensures that administrative/operational efficiency and effectiveness govern all elements of the Division’s work, fosters an environment that is consistent with post-secondary education principles, and is respectful of the many cultures and communities of the Northwest Territories. This includes a comprehensive array of corporate services that include: (i) the provision of effective, reliable, and secure information technology for the College; (ii) ensuring appropriate internal policies are in place and external regulatory/compliance obligations are met; (iii) proper management and accounting of the institution’s financial resources, and (iv) regular oversight of the use/provision of GNWT shared services for HR, Legal and other support functions to ensure they meet the needs of faculty, staff, students or other applicable stakeholders of the College.

The VPCA establishes long-term plans for the Division which flow from Aurora College strategic plans; ensures the provision of corporate services and administration are aligned with the institution's multi-campus model, manages the College's agreements with GNWT for Shared Services, ensures compliance with all aspects of these agreements, and that the resulting partnership is positive and productive.

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

SCOPE

As a strategic leader, the Vice President, Corporate Services & Administration's scope typically resides at the organizational and divisional level. The VPCA reports directly to the President as a member of the Executive Leadership Team and collaborates regularly with other Vice Presidents, and senior leaders across the College.

The VPCA provides leadership to the: (i) Finance; (ii) Information Systems and Technology; and (iii) Policy functions within the College. Reporting directly to the VPCA are an Executive Assistant, the Director of Finance (CFO), as well as Managers of the IT and Policy units. The Corporate/Admin Division also includes eight additional managerial/supervisory positions. In total, the VPCA is responsible for 35 staff.

The annual budget for the Corporate Services & Administration division is \$ 5.5 million which includes salary, O&M, and any third-party funding.

The Vice President, Corporate Services & Administration may be required to act on behalf of the President. The incumbent also serves as the campus leader at their location (Fort Smith/Thebacha) – leading campus-specific crisis management or business continuity activities and being the senior representative of the campus to external media and stakeholders, when required.

The impact of this position is significant and cannot be overstated. The Corporate Services & Administration Division, under the VPCA's leadership and direction has impact on the integrity and delivery of the institution's operations, its cost-effectiveness, and potential for growth and continued credibility.

DIMENSIONS

- Reporting Positions (4 direct, and 31 indirect)
- Compensation & Benefits (\$) 4.4 million
- Operations & Maintenance (\$) 1.2 million
- Grants & Contributions (\$) 0

- Capital (\$) 0

RESPONSIBILITIES

1. Strategic Ambition & Planning

- Establishes a vision for the Division which flows from the Aurora College Strategic Plan, direction from the President.
- Supports the President in fulfillment of the institution's mandate, delivery of tri-cameral governance mechanisms, and creation of the institution's long-term future direction.
- Develops long-range strategic plan(s) for the Division - in consultation with the President, other leaders, staff, and other applicable stakeholders.
- Establishes the priority issues for action, provides a planning framework for other leaders in the Division, and collaborates with other senior leaders to resolve any strategic misalignment across units.
- Develops the overall Corporate Plan for the College, in consultation with the President, other VPs/Directors, and in accordance with applicable legislation.
- Ensures all long-range strategic plans properly integrate financial, information systems technology, and institutional policy priorities to ensure Aurora College has in place all the enabling resources it needs for effective operations.
- Oversees, coordinates, and integrates all administrative aspects of the institution, and the Directors/Managers that oversee each individual function (Finance, IST, & Policy)
- Oversees Aurora College's use of GNWT Shared Services agreements and develops a productive relationship with GNWT regarding the on-going use of, or any changes to, these agreements.

2. Performance Measures, Budgets, & Impacts

- Assumes overall budget accountability and ensures the salary and O&M budgets are developed in concert with strategic and divisional plans; are realistic and effective; and are closely monitored through monthly analysis with staff and the Director of Finance/CFO. Takes corrective action as required to meet budget targets.
- Ensures leaders in the Division are fully involved with the budget process and accountable for their budgets.
- Establishes a culture of evaluation within the Division using a variety of methods such as: a multi-year evaluation calendar, assessment criteria from partner universities, built-in benchmarks; active solicitation of student/staff/stakeholder feedback. Ensures information and data received through such methods is included in decisions and provided to the President for further discussion.

3. Finance & Procurement

- Leads and is directly responsible for finance as it relates to the Division and oversees the CFO/financial activities institution wide.

- Ensures the administrative overhead of the College is cost effective and balanced relative to its core/revenue-generating divisions.
- Works with the President and Director of Finance/CFO to recommend student fee schedules to the Board of Governors, and/or the Minister of Education, Culture and Employment.
- Facilitates the development of strategic alliances, partnerships, and/or third-party agreements with funding agencies, local/regional Indigenous Governments, or clients to make new opportunities possible within the Division through multimillion-dollar funding submissions.
- Leads staff and/or independently writes proposals and concept papers to secure multiyear funding to better meet the needs of the Division and/or the College's strategic priorities.
- Serves as signatory and supervises the delivery of contracts for services held by the Division with various agencies and organizations.

4. Policy, Compliance & Risk

- Leads and is directly responsible for policy/compliance as it relates to the Division and oversees the policy/compliance activities institution wide. Ensures all required staff, students, or other stakeholders fully understand existing/new policies and comply with applicable legislation.
- Ensures the implementation and enforcement of all bylaws, policies and procedures is carried out in a consistent manner across all departments/locations.
- Manages the response when serious compliance issues arise and, when applicable, working with GNWT departments such as Justice.
- Establishes and implements a process for on-going review and development of policies specific to the Division, while overseeing the Manager, Policy in development and revision of institutional policies and processes.
- Ensures the policy development process benefits from research into other jurisdictions and significant vetting and input from faculty, staff and, as appropriate, students.
- Presents policies to the Board of Governors for review and approval.
- Responds in an effective and timely manner to direction from the Board of Governors while complying with the requirements of the Public Service Act and Financial Administration Act.
- Leads and is responsible for risk management as it relates to the Division.
- Provides advice and guidance on Access to Information and Protection of Privacy issues related to Aurora College surveys and forms when requested. Oversees actions to assess and respond to access-to-information requests.
- Represents the public body (Aurora College) at the Access and Privacy Administration Committee, this includes developing the Aurora College's position on issues, policies, and practices. Represents Aurora College through participation in reviews with the NWT Information and Privacy Commissioner.

5. Information Systems and Technology Management

- Directs the IST/Digital strategy for the institution. Provides strategic leadership and oversight to the IST function to ensure that IST resources meet the evolving needs of faculty, students, and researcher.
- Provides strategic leadership and oversees the plans, frameworks, and strategies of the IST function, including IST vendor management, data security/privacy, user support services, IST infrastructure, and enterprise architecture.
- Leads initiatives to strengthen the institution's IST capabilities in volume (number of services provided digitally), scope (enable more services), and agility (increase ability to adapt to changing technology).

6. External Relations, Events, & Communications

- Establishes and maintains relationships important to the Division 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.
- Maintains a high profile within the College community, including the three campuses, campus communities, government departments, other post-secondary institutions, etc.
- Represents the Division in the media as needed and at meetings, symposiums, workshops, community functions, and Indigenous and First Nations functions.
- When asked by the President, represents the entire College in media and/or at meetings.
- Works with the Manager, College Relations & Communications, to develop and implement communication strategies that ensure external stakeholders are aware of important information in a timely matter.
- Creates internal communication plans to ensure staff receive important information in a timely manner. Devises appropriate internal communication vehicles when Division projects have cross-divisional impacts.
- Provides reports and briefing notes for the President, Board of Governors, GNWT, and other applicable stakeholders or governance bodies as required.

7. Human Resources & Organizational Effectiveness

- Directs, in consultation with Executive Leadership Team and GNWT HR, the Employment & Culture strategy for the institution.
- Provides visible leadership and change support to staff in the Division for initiatives both within the Division and across the College.
- Ensures the multi campus delivery model is effective and successful. Actively seeks constructive input from leaders on how to capture and build on the synergies of the three campuses & other regions. Implements team building communication processes among the Division's leaders to create a cohesive leadership team for the Division.
- Establishes and maintains a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.

- Determines staffing requirements and professional development/training plans for leaders in the Division based on existing plans and budgets and in consultation with appropriate stakeholders. Where applicable, ensures requirements and plans comply with the collective agreement.
 - Encourages the development of leadership skills and knowledge in all staff, particularly other leaders in the Division, via mentoring and on-site supports.
 - Supports and is responsible for the development of divisional, campus-based, and/or cross-divisional committees, as it relates to the Division's activities.
 - Demonstrates a commitment to on-going personal and professional development. Remains abreast of evolving thinking in their field and actively pursues opportunities for professional growth.
 - Cultivates a culture of personal and professional development amongst all in the Division.
 - Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy.
 - Creates/updates job descriptions for direct reports, in consultation with other leaders as applicable.
 - 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 GNWT Department of Human Resources to enforce discipline and from the President's Office in the event of dismissal.
 - Implements a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and the completion of annual performance reviews. Coaches and mentors staff as appropriate to improve performance.
- 8. 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

Occasional 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 finance generally accepted accounting principles and budget preparation, the ability to monitor variances, and implement required budgetary controls and/or corrective action.
- Knowledge of IST strategic leadership.
- Ability to lead within a Shared Services environment.
- Knowledge of the organization and structure of Colleges and Polytechnic Universities; post-secondary systems, program development, collegial decision-making, and strategic planning that integrates multiple corporate functions.
- Knowledge of the social, political, and cultural environment as it effects adult learning in the Northwest Territories, along with Indigenous Identity, Indigenous 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 strategic partnerships, and stakeholder relationships, both with communities in the North and other post-secondary institutions throughout Canada.
- Knowledge and ability to effectively manage risk and legal matters relating to finance, policy/compliance, and IST operations.
- Knowledge and ability to implement innovation and change within an entire division that has substantively different functional areas.
- Knowledge of organizational behavior and design.
- Knowledge of effective Human Resource practices and the ability to mentor and evaluate.
- 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.
- 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 an MBA, or equivalent Master's Degree, and 10 years experience in one or more post-secondary organizations that includes strategic leadership roles in at least two (2) of the following functional areas (Finance, Facilities, IST, Policy/Risk, HR/Shared Services partnerships).

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