

Position Summary

Reporting to the CEO, the Director of Programs is primarily responsible for the development and administration of all credit and non-credit post-secondary programs for the college and leads organizational efforts to serve the needs of employers, communities and the college's strategic direction.

The Director of Programs is the Senior Academic Officer for the college and as such, provides leadership in formulating program plans, developing and maintaining quality assurance systems, creating a climate that is conducive to teaching and learning and meeting the academic needs of students.

The Director of Programs plays a leadership role in organizational efforts to engage employers and address labour market needs. The director will take a lead role in ensuring that the college is engaged in program development activities throughout the region and province. The director must operate in an innovative fashion and balance a wide array of educational offerings ranging from university studies, certificate and diploma programs in health, business, trades and community services, to short-term industry-specific courses and business development.

As a member of the Executive Management Team this position participates in the decision-making processes that establish overall college direction, operation and performance levels. The Director of Programs provides overall leadership for program staff in the organization and works closely with Human Resources to ensure organizational practices are implemented with respect to staff agreements.

Job Context

The direct reports of this position include a team of three Region Managers. The Director is a member of the Executive Management Team which includes an Executive Coordinator as well as other directors in the areas of Learner Services, Adult Basic Education, Communications, Development, Finance and Administration, and Human Resources.

The Director of Programs makes decisions that impact significant areas of the college within the parameters of organizational direction, board policy, the Regional Colleges Act and Regulations, and other applicable government policies and directives. Relationships with the Ministry of Advanced Education and the Ministry of Immigration and Career Training are essential as these are the primary sources of funding for the college.

Great Plains College is one of several Saskatchewan colleges in the provincial Regional College System. The position reflects the size and scale of the operation and requires comfort working in a decentralized environment. The college's region includes more than 100,000 square kilometers which spans the southwest part of the province. There are multiple campuses and program centres in various communities, and approximately 4,400 full-time, part-time and casual students are served annually.

Duties and Responsibilities

Program Management

- Develop and coordinate the implementation of the college's program plan.
- Manage college-wide coordination of programs to ensure appropriate educational offerings, quality and access across the college.
- Develop and maintain a multi-year program plan.
- Develop and oversee processes for quality assurance.

- Lead the process for the development or brokering of new programs.
- Lead the process for engaging employers and developing relationships with a host of organizations to whom the college might deliver training and services.
- Lead the process for the development of customized training programs and customized services for industry.

Planning

- Participate with the Executive Management Team and the Board to develop the overall strategic direction of the college.
- Participate with senior management to develop the annual business plan and specific action plans for achieving the strategic direction of the college.
- Participate as a member of the Executive Management Team in the development of the College's annual budget.
- Establish priorities consistent with the vision, mission, and goals of the Board of Directors and allocate financial, material, and human resources to achieve established objectives.

Policies and Procedures

- Take a lead role in the development of policy and procedures relating to the delivery, coordination and evaluation of college programs.
- As the Senior Academic Officer of the College, serve as a key contact with Advanced Education officials in relation to the government programs and policies impacting program delivery.
- Provide strategic direction and leadership in the development, implementation and management of administrative and program related policies and procedures.

Human Resource Management

- In collaboration with Human Resources, provide leadership for the recruiting, hiring, professional development, supervision and performance management of staff.
- Provide leadership and direction to direct reports and all program staff ensuring that a working environment is maintained that is conducive to teamwork and effective, efficient workflow.
- Administer the terms and conditions of the Staff Agreement, Collective Bargaining Agreement, and human resource management practices in area of responsibility.

Budgeting and Financial Control

- Oversee overall program budget process including the coordination of the program budget process, contract administration, record keeping and reporting procedures.
- Oversee processes for managing direct and indirect funding sources.

Relationship Management

- Participate on inter-institutional committees, councils and working groups involving policy development, program development, quality assurance, business development and professional development.
- Maintain extensive consultation, coordination, contact and liaison with internal and key external stakeholders including faculty, staff, students, the broader community, the private sector, elected members of government and senior government officials.
- Help to establish and maintain a positive college image, acting as one of the college spokespersons with other institutions, government departments, schools, agencies and the communities of Saskatchewan.

It is noted that the duties and responsibilities outlined above are representative but not all-inclusive.

Knowledge, Skills and Abilities

At least five years as a senior manager in an academic environment, along with a Master's degree in a related field. Equivalencies may be considered.

This position requires knowledge of the nature and functioning of post-secondary institutions and colleges in particular. A working knowledge of partnership development, experience working with employees on programs, planning and development, and experience in personnel management are highly desirable.