

Position Summary

Reporting to the Vice-President, Programs and Students (VPPS), Manager of Programs provide academic leadership for their assigned program portfolio as well as day to day operations management. Working collaboratively with executive management, the Manager of Programs are responsible for oversight of quality programs and student life activities, implementation of organizational plans, budgeting, staff leadership and development, facility management, employer and community engagement, human resources and assisting with marketing, recruitment and fundraising efforts.

Manager of Programs participate with the executive management team to develop and implement strategic plans, business plans, operational plans, as well as the overall college budget. They have a number of direct reports and directly or indirectly supervise all program and operational staff within their portfolio.

Duties and Responsibilities

Academic and Administrative Leadership

- Provide administrative and academic leadership in support of the strategic direction, with particular emphasis on creating a culture of educational excellence and a learning environment conducive to student success.
- Provide leadership, supervision and support to program and operational staff; including employee recruitment and selection, orientation, work plans, professional development, training, performance evaluation, workload management, labour relations and occupational health and safety.
- Promote collegiality and teamwork to foster a positive working environment. Cultivate a culture of inclusion for all employees and students that respects their individual strengths, views and experiences.
- Maintain extensive consultation, coordination and connection with internal stakeholders.
- Work closely with Human Resources to administer the terms and conditions of the Staff Agreement, Collective Bargaining Agreement, and human resource management strategies.
- Participate in the planning and implementation of annual and long-term facility maintenance.
- Oversee daily operations of portfolio assignment.

Program Delivery and Planning

- Be an active participant in the manager leadership team of the college
- Contribute to the development of the college's strategic plan and annual business plan
- Lead the process to evaluate, research and develop new programs, academic services and custom training opportunities that meet industry needs within areas of program assignment. Ensure these are built into the college's comprehensive program plan
- Manage the implementation of the program plan within areas of assignment.
- Manage quality assurance processes and take corrective action as required
- Respond to student and public concerns with adherence to institutional policies and procedures.
- Contribute to the development, implementation and monitoring of sound policies and procedures within area of responsibility.

External Engagement and Relationship Development

- Acts as the programs main point of contact and collaborates with other college administrators to represent the college interests with business, industry, tribal councils, inter-institutional committees and with economic and social development agencies and bodies
- Lead and support positive community relations and connections to engage employers, businesses and other stakeholders within the region.
- Identify, develop and maintain strong partnerships with individuals, organizations, communities and other external stakeholders to meet their training needs.

Financial Management

- Prepare, monitor and manage budgets for area of responsibility and report on the same.
- Analyze the financial performance of assigned programming and operations, ensuring accountability for allocations and expenditures.
- Identify potential opportunities for revenue generation where the college has capacity for delivery of a high-quality product and where the work falls within organizational mandate.

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

Knowledge, Skills, Abilities, and Education

Candidates must be able to demonstrate:

- Advanced knowledge of the nature and functioning of post-secondary institutions.
- Excellent interpersonal skills and highly developed oral and written communication skills.
- Strong, inclusive leadership and management skills with an exceptional capability for resolving issues in an open and consultative manner.
- Proven ability to liaise, build and maintain strong working relationships and partnerships.
- Effective conflict management and dispute resolution skills.
- Excellent organizational, administrative and problem-solving skills.
- Motivation to take initiative and make sound decisions while maintaining good judgment in keeping others apprised of important information.
- Intermediate computer skills in word processing, spreadsheets and e-mail.
- Ability and willingness to work collaboratively as a team player.

Education

- The minimum educational qualification for this position is a related four-year undergraduate degree.
- Preference will be given to candidates who have a relevant graduate degree.

Experience

- Two years of management experience is required, with preference given to candidates who have more than five years of experience at the senior level.
- Teaching experience in a secondary or post-secondary institution is an asset.

Travel

- Regular travel within the region and the province is necessary; the candidate must possess a valid driver's license with an acceptable record.