

## NORTH WEST COLLEGE CAREER OPPORTUNITY POSITION PROFILE

<b>POSITION:</b>	<b>Manager, Learning Services</b>	
<b>BASE LOCATION:</b>	<b>North Battleford or Meadow Lake</b>	
<b>COMPETITION #:</b>	<b>48-BC-2324</b>	
<b>E-MAIL:</b>	<a href="mailto:nwrccareers@northwestcollege.ca">nwrccareers@northwestcollege.ca</a>	<b>Fax: 306-445-2254</b>
<b>APPLICATION DEADLINE: Tuesday, June 27, 2023 at Noon</b>		

### POSITION SUMMARY

Reporting to the Vice-President, Academic (VPA), the Manager Learning Services will provide overall leadership to areas of Adult Basic Education, Learning Services – Education Resource Consultant and Education Technology Coordinator and English as an Additional Language.

### MAIN RESPONSIBILITIES

1. Provide leadership and assistance to staff in the determination, design, development, and funding of programs and services being offered by the College.
2. Provide overall leadership in implementation of formative & summative evaluation processes for programs and services being offered by the College.
3. Implement effective and efficient procedures and systems within the areas of responsibility that contribute to collaboration between departments, and when appropriate, with out organizations.
4. Oversee and implement a Strategic Enrolment Management plan for the areas of responsibility that enables North West College to achieve its goals for student success.
5. Develop and implement policies, procedures, and strategies in the areas of responsibility that are in accordance with provincial and federal government requirements to ensure a quality educational experience.
6. Develop an annual work plan with identified objectives and targets to be achieved in areas of responsibility and reflects the Business Plan and Strategic Plan.
7. Ensure provincial, regional, and community training needs are effectively identified and addressed.
8. Complete or assist in the preparation of various reports such as Month End Reports, Training Needs Assessment, Annual Report, Business Plan, Strategic Plan, Quarterly Reports.
9. Chair the Program Planning Committee and oversee the development of credit-granting authority with respect to courses and programs (as the need arises).
10. On a macro level, provide oversight and support in the creation, submission and monitoring of budgets for areas of responsibility.
11. Negotiate significant partnership agreements.
12. Participate in public relations activities as required.
13. Fosters collaborative relationships and liaises with Federal and Provincial Government Ministries.
14. Represents the College on designated provincial and other jurisdictional committees as required.
15. Supervises and evaluates all departmental staff and ensures that needed training programs are identified and implemented.

16. Operating in a unionized environment, the Manager has the authority to enact corrective progressive discipline, respond to grievances and has authority for probationary employee assessment.
17. Provide leadership and guidance to the Coordinators within their jurisdiction to ensure adherence to College policies, practices, and the collective agreement.
18. Oversee, monitor, and evaluate staff in a manner consistent with College policies and the Collective Bargaining Agreement. The Manager will ensure that professional development needs of staff are identified and are appropriately addressed.
19. Advise the VPA of changes in staffing requirements and is responsible for the hiring of all staff in units within area of supervision.
20. Performs other duties as required.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- Preference will be given to members in good standing with LEADS:

*NOTE: There is the opportunity for eligible individuals to be supported in becoming a member of LEADS*

- A post graduate degree from a recognized university in a field that relates to the duties of an educational administrator.
- A minimum of two years of experience as an educational administrator in the Canadian post-secondary system would be an asset.
- Experience in managing multiple diverse units at a senior level where significant critical analysis and judgement is required.
- Experience in financial management and budgeting skills.
- A general understanding of the post-secondary education system in Saskatchewan with preference for those familiar with the Saskatchewan Regional College System.
- A high level of expertise in the principles of adult education, the development, delivery and administration of educational programs and contract development and administration.
- An understanding of federal and provincial government post-secondary education funding arrangements.
- Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
- Effective communication skills, including public speaking and public relations experience.
- Expertise developing, negotiating, and interpreting contracts.
- Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- Must possess a valid Saskatchewan Driver's License and be able to travel as required. Travel may, on occasion require overnight stays.
- A satisfactory criminal records check is a condition of employment with North West College. The satisfactory criminal record check must include the vulnerable sector search in order to access Federal government reporting systems.

#### **Submit Applications to:**

Human Resources  
 North West College  
 10702 Diefenbaker Drive  
 North Battleford SK S9A 4A8  
 Fax: 306.445.2254

#### **Please Quote Competition #48-BC-2324**

**NWC thanks all those who applied however only those selected for an interview will be contacted.**

Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)