



EDMONTON PUBLIC SCHOOLS

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OPPORTUNITY PROFILE

Chief Facilities & Technology Officer

ABOUT EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools is the second largest school division in Alberta. We serve students, families and communities throughout Edmonton with a range of [programs](#) and [great learning spaces](#). As elected officials, the [Board of Trustees](#) are responsible for the education of more than 105,000 students in Edmonton. They create Board policies and make important decisions that shape our Division's work.

Read the latest [news stories](#) or learn about our approach to [literacy](#), [numeracy](#), [inclusive learning](#) and more.

Our Vision - Enhancing pathways for student success.

Our Mission - Our commitment to high-quality public education serves the community and empowers each student to live a life of dignity, fulfillment, empathy and integrity.

Our Values - Accountability, collaboration, equity and integrity.

Division Priorities 2022-2026

- Build on outstanding learning opportunities for all students.
- Advance action towards anti-racism and reconciliation.
- Promote a comprehensive approach to student and staff well-being and mental health.

Commitment to Diversity

At Edmonton Public Schools, we strive to create learning and working environments that respect diversity and foster a sense of belonging.

Our hiring practices are grounded in this commitment. We're focused on finding qualified applicants who bring a range of skills, perspectives and experiences. We embrace individuality, and recognize that our differences enrich our workplaces and help us better understand the needs of the students and families we serve.

THE OPPORTUNITY—Chief Facilities and Technology Officer

Mandate

Based in Edmonton's Centre for Education, and reporting to the Superintendent of Schools, the Chief Facilities and Technology Officer is the strategic driver in the delivery of a comprehensive facilities and technology strategy that provides students with access to high quality and inclusive learning environments. The quality of the Division's infrastructure provides a foundation for high quality teaching and learning. This includes our buildings and the systems in place to support each of them. High quality infrastructure allows staff to work effectively and supports students as they learn and grow.



The successful candidate will be a member of our senior leadership team and will be relied upon as a key advisor to the Board of Trustees, the Superintendent and other members of the senior leadership team, as well as principals, central leaders and staff across Edmonton Public Schools. The Chief Facilities and Technology

Officer works closely with the office of the Superintendent in the development and delivery of the Division's infrastructure strategy. The successful candidate will lead a multi-faceted team with an unwavering focus to uphold the education of children as the Division's foremost responsibility.

KEY ROLES & RESPONSIBILITIES

Leadership

- Ensures the creation and implementation of practices and procedures that promote safe, inclusive and welcoming learning and working environments
- Establishes, recommends for formal approval and implements administrative regulations to support board policy relating to infrastructure
- Defines and oversees implementation of business practices and identifies creative solutions relating to infrastructure that contribute to the organization's commitment to ensuring students receive a world class education
- Collaborates with the Superintendent, Assistant Superintendents, Managing Directors, Directors, Principals, the Board of Trustees and government bodies in establishing the direction, managing the challenges and capitalizing on the opportunities



Strategic Planning

- Leads the planning, development and updating of the Edmonton Public Schools' [Three Year Capital Plan](#) and [Ten Year Facilities Plan](#) as required by Alberta Education
- Accountable to ensure multi-year plans for maintenance, repairs and facility upgrades are in place and regularly updated
- Guides the delivery of an accessible, secure and sustainable technology environment that supports students and staff

Operational Effectiveness and Continuous Improvement

- Accountable for ensuring that effective interaction, execution and service is delivered by Planning and Student Transportation, Division Technology and Facilities Services as well as the Distribution Centre
- Provides leadership and oversight for the planning, organizing, controls and activities related to infrastructure
- Ensures collaboration with service providers and partners to improve service and financial efficiency
- Accountable for the implementation of technologies that enhance the learning and working environments of students and staff through universal access to information and resources that meet their needs
- Works closely with the Superintendent of Schools and members of the Division Support Team in identifying opportunities, navigating complex and sensitive matters and responding to emergent and ongoing needs



Communications and Stakeholder Relations

- Builds, manages and maintains relationships with the Board of Trustees, the Superintendent, peers, direct reports, schools, other departments and external bodies such as government agencies
- Acts as the key liaison with schools, administration and Trustees on Planning, Division Technology and Facilities Services issues and opportunities
- Ensures leaders and team members understand the vision, their roles, priorities and accountabilities through clear, effective and timely communication
- Encourages and supports the value of strong partnerships both internally with all staff groups, parents and students and externally with the community, education sector, industry and labour, and local and provincial governments to advance the Division's Vision, Mission, and Priorities
- Incorporates and embraces a range of communication vehicles to convey Division information and opportunities for involvement and participation
- Supports appropriate stakeholders to fully participate in matters that affect them
- Models timely, open, honest, transparent and respectful communication throughout the Division

Human Resource Management

- Leadership of a cohesive management team including monitoring performance and providing feedback and training as appropriate
- Ensures succession plans are established in all departments to minimize risk
- Acts as a coach and mentor driving opportunity creation and accountability
- Supports and encourages career growth and leadership development
- Fosters an open, diverse and collaborative culture that values teamwork
- Promotes innovation and fosters a commitment to continuous improvement

Financial and Fiduciary Management

- Accountable for overseeing a \$200 million annual operating budget



- Ensures effective budget development, implementation and monitoring processes that reflect sound business and fiscal practices are in place to support Division infrastructure goals
- Provides the Board and the Division Leadership team with advice on resources required to achieve the infrastructure capital and facilities plans
- Ensures contingency plans are developed for addressing any anticipated changes in Division circumstances that could affect infrastructure in future years
- Ensures departments are working collaboratively to drive efficiencies and meet the stakeholders' expectations of the collective group

Operations and Maintenance

- Provides senior leadership, support and advice regarding facilities, capital construction, utilities, plant operations and maintenance
- Supports the team to make best use of the resources available while strategically planning for future needs and requirements
- Works with Division partners to ensure all buildings meet safety, health and construction code requirements
- Verifies effective emergency response protocols and security precautions are in place across the Division
- Oversees environmental sustainability initiatives

Infrastructure Planning, Student Transportation and Property Management

- Responsible for providing leadership to ensure effective use and planning of facilities, land development, property management, leasing, capital projects and student transportation

Programs and Student Accommodation

- Oversight of pre-enrolment processes and attendance area boundaries that allow school communities to enjoy healthy growth
- Responsible for the effective distribution of programming options to meet the needs of students

Project Management Office

- Plays a vital role in the leadership of Division-wide strategic initiatives, providing a service organization created for the purpose of supporting Edmonton Public Schools' projects impacting infrastructure

Stakeholder Engagement and Support

- Responsible for leading a team who works closely with Infrastructure to provide opportunities for stakeholders to be meaningfully engaged in decisions that impact K-12 education

Division Technology and Information Management

- Oversees the development and implementation of long-range plans for Division technology and information systems
- Fosters a climate where technology contributes to high quality learning and working environments
- Responsible for leading a team dedicated to ensuring data flow, administration, analysis of information and communication between numerous groups and departments as well as supporting the schools with the Student Information System, databases, set-up, reporting and training
- Ensures recommendations for assistive technology are assessed and addressed and all students have access to a standard level of technology
- Stays abreast of technological developments affecting system goals and policies, and takes initiative to recommend proactive and remedial actions in consultation with key stakeholders

Distribution Centre

- Oversees the operational management of the Distribution Centre which runs under a profit/cost recovery model responsible for courier truck service, sales and distribution of products and print services to schools and central Division units

OPPORTUNITIES AND CHALLENGES

- **Stakeholder engagement** is a critical activity for Infrastructure to manage effectively. Development of infrastructure must be through the lens of community building and manage expectations and perceptions with the reality of resource availability. This role navigates matters that can be highly sensitive and visible and may result in attention from the media and a variety of other stakeholders.
- **Leveraging technology** for appropriate and suitable uses is both an opportunity and a challenge. Technology will present many challenges in terms of infrastructure spending, protection of personal information and other digital assets, and accelerating the pace of change. The Chief Facilities and Technology Officer will need to balance equally valid and competing interests in making recommendations about how to use technology to move the Division forward.
- **Navigate growth and change** for one of the fastest growing school divisions in Alberta, growing by about 3,000 students annually. The Chief Facilities and Technology Officer will navigate the Division through a time of significant growth and change. Their leadership will be instrumental in helping to address facility pressures related to growth of the student base, shifting enrolment and the need to use space effectively. The Division continues to deal with growing student populations in new outlying

subdivisions and underutilized facilities in the city core. Aging infrastructure is also a major concern, with more than 50 percent of our schools 50 years old or older. A long-term infrastructure strategy is under development to assist us in addressing these challenges and in supporting our goal of making sure all students have access to high quality learning environments.

FIRST YEAR DELIVERABLES / MEASURES OF SUCCESS

Success in the first year will be determined by the Chief Facilities and Technology Officer's ability to:

- Develop relationships with key partners such as Alberta Infrastructure and Alberta Education as well as the leaders within Edmonton Public Schools, the Board of Trustees, and the broader community
- Manage the volume of demands and priorities coming forward and begin addressing facility pressures
- Take a leadership role as an advocate for Edmonton Public Schools in the creation of sustainable funding models for infrastructure needs

THE PERSON

The successful candidate will bring the following:

EDUCATION AND EXPERIENCE:

- A related University degree is required (i.e., Business, Computer Sciences, Engineering, Planning or Architecture)
- A minimum of 10 years of recent and progressively responsible experience is required, including 5 years in a senior leadership role
- The ideal candidate will have significant infrastructure experience, ideally combined with other relevant management experience within a large, diverse, complex public sector organization
- Capability with supporting multi-year Information Technology enterprise projects
- Experience leading in an educational environment is considered an asset
- An understanding of the associated accountabilities to elected officials and government authorities is a definite asset
- The ideal candidate will demonstrate a combination of senior executive experience with a broad-based background in human relations, staff development, business planning, asset management and optimization, negotiations, public engagement, and financial management

COMPETENCIES & ATTRIBUTES:

- **Innovative** with a proven ability to drive and lead through significant growth and change
- Seen as a **trusted leader** and advisor who ensures an equitable and fair approach in decision making
- A macro, long term and **strategic thinker** with strong analytical skills to quickly assess complex situations, determine key issues, and prepare and implement clearly defined solutions and/or responses
- A passion for, and belief in the value of education as an **investment in young people** and the foundation of future success

- Outstanding **relationship-building** skills with people at all levels of the organization with a focus on creative problem solving and consensus building
- Excellent **communication and presentation** skills
- Strong **interpersonal skills** and ability to work as a **team player** and leader in a complex, multi-faceted organization
- An **engaging leadership** style that excites, engages and holds the team to a high standard
- High level of **leadership** and **political acumen**, recognizing and appreciating both business complexities and political subtleties
- Demonstrated ability to work with **initiative** and **creativity** when **managing multiple projects** under constant deadline pressure
- The successful candidate will be **decisive** and a good mediator who is comfortable with **conflict resolution**
- Highest standards of **personal integrity** supported by open and honest communication
- The proven ability to frame issues and create a sense of urgency to achieve **positive and timely end results**
- Maintains **principles and poise** under pressure
- Develops and promotes a **culture of continuous improvement** and fosters a climate of **openness, adaptability** and **flexibility to change**

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION, PLEASE CONTACT:

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