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OPPORTUNITY PROFILE

Dean, School of Trades and Technology

Location: Fort McMurray, Alberta

KEYANO COLLEGE

School of Trades and Technology

The School of Trades and Technology (“the School”) offers career-targeted, credit and non-credit courses/programs for trades and occupational certification on two campuses in Fort McMurray (Clearwater Campus and Suncor Energy Industrial Campus), regional sites in the Regional Municipality of Wood Buffalo (RMWB) and in Edmonton and Calgary. Additionally, the School provides skills enhancement customized training (through continuing education and corporate training) and recertification testing that aligns directly with the economic and community needs in the region.

The region serves a diverse ethnic population and individuals travelling from outside the area for work-related activities. As part of the College's regional stewardship mandate, the School collaborates with community and industry partners, Aboriginal communities, and other organizations to ensure access to education and employment pathways for learners.

The School promotes active learning strategies that align with outcome-based learning and provides shop and lab space that supports practical hands-on experiential learning. Modes of delivery vary by program area and include, but are not limited to, sophisticated simulation environments, flexible classroom-based spaces, online, blended delivery, and mobile delivery models.

THE OPPORTUNITY

The Dean is responsible for the overall educational and business management of the School of Trades and Technology. The Dean ensures that the School's objectives are in alignment with the organization's goals as outlined in the Strategic and Academic Plans. As an active member of the College Leadership Team, the Dean works collaboratively with the Vice President, Academic and Student Experience and Executive Team; Deans and senior administrators; Chairs; and department faculty/staff to establish and achieve Keyano College goals of:

- Enhance the Student Experience
- Pursue Academic Excellence
- Advance Institutional Sustainability

The Dean also ensures appropriate liaison with government, external groups, partnerships, agencies, and businesses.

This Dean acts as a leader, role model, mentor, and coach, providing advice and mentorship to managers and supervisors. The Dean is also a strong communicator and enthusiastic relationship builder. Strategic and operational leadership is required to lead the development and implementation of the School's academic and training plans and priorities that align with the overall College goals. This position is directly responsible and accountable for the expansion of programming, curriculum quality, professional program delivery, and the efficient operation and sustainability of the School. The Dean develops and implements annual budgets and is responsible for overall financial performance. In support of the College mandate, the Dean works with community and industry stakeholders to ensure access to a range of programming that supports the economic activity in the region and meets the region's training and employment needs and priorities.

The Dean provides leadership to 6 direct reports and 46 indirect reports including unionized personnel. In addition, there are up to 10 contract employees based on training demand.

Key Roles & Responsibilities

Strategic Planning

- Participates in and contributes to the development of the Academic Plan and the operational objectives.
- Develops and implements academic goals for the School that align with the organization's strategic plans.

- Sets goals on an annual basis and establishes an overall strategy to achieve these goals; ensures that the established program area teams within the School are developing effective goals, measuring progress, and reporting on results.
- Provides guidance to team members to ensure the individual performance goals are in alignment with the School's goals.

Financial/Budget Management

- Develops and monitors annual School budget.
- Provides support and reporting mechanisms to Budget Managers (Chairs) in the development and monitoring of each budget Responsibility Area.
- Approves School spending activities and monitors expenditures on an ongoing basis.
- Analyses and monitors employee workloads and faculty/staff levels.
- Completes required budget reporting, including variance reports.

Leadership/Supervision

- The Dean provides overall leadership to the entire School and establishes a workplace environment that is respectful, safe, sustainable, and effective at producing results as determined by the School and institutional strategic goals.
- Recruiting, developing, and evaluating staff are core human resource responsibilities and include directly managing the performance of all positions reporting to it, including, but not limited to:
 - engaging in performance plans and reviews,
 - accountable for ensuring direct reports are effectively leading their staff as well,
 - recognizes performance of individuals and teams as well as overall School successes, and
 - addresses workplace issues as they arise and makes decisions regarding discipline and discharge.
- Models appropriate, professional behaviour and coaches all employees within the School to do the same.
- Determines School organizational structure; reviews and adjusts where necessary to ensure it aligns with the achievement of the School's goals.
- Effectively communicate changes, updates, policies, and procedures by planning regular meetings to share information and engage teams in planning discussions, ensuring cascading of College and School goals to operational level.

Service Delivery

- By collaborating with other post-secondary institutions, community, and industry organizations, increase access to learning opportunities for the diverse population of students in the RMWB.
- Pursue academic excellence by ensuring the quality of programming, professionalism of program delivery, and the revision or expansion of programs and services to ensure they are aligned with student, employer, and economic demand.
- Sets the standards for a high level of customer service in the School, regularly measures customer satisfaction, and makes adjustments required to ensure customers are receiving appropriate levels of service.

Decision Making

- The Dean is responsible for all decisions in the School Trades and Technology, as outlined in the Approval Authority tables. This includes responsibility for decisions related to strategic directions, human resources, financial management and programming. Often, the decisions are challenging, requiring strong judgment and problem-solving skills. When there are significant implications for the School or College as a whole, supervisory advice is sought from the VP, Academic or Dean's Council.

Human Relations

- Interfaces with all internal departments for information exchange, policies and procedures clarification, and support with School operations and marketing.
- Collaborates with Continuing Education and Corporate Training to identify training opportunities, promote available programming options and respond to industry training requests.
- Promotes partnerships throughout the local community to raise awareness and support initiatives.
- Interacts with the Ministry of Advanced Education primarily for information exchange. Interacts with other post-secondary institutions, national and provincial organizations and regulatory bodies for information exchange, collaborative initiatives, programming partnerships, and accreditation of programs or professional certifications. (e.g., Provincial Heads of Trades, National Deans of Trades and Technology, CNG Trades Standing Committee, Careers Community Advisory Group, Alberta Construction Owner's Association, Oil Sands Safety Association and numerous others).
- Collaborates with government, community, and industry stakeholders (e.g., Alberta Human Services, Athabasca Tribal Council, Rupert's Land, Chipewyan Prairie First Nations, Cenovus, CNRL, Suncor, Syncrude and numerous others) to increase access to education and training to employment programming for Aboriginal communities and unemployed or under-employed Albertans.

Accountability

- The Dean works independently and requires significant initiative. Decisions made include dealing with complex human resource issues, organizational and operational issues, and programming decisions. Decisions regarding program offerings and financial management will significantly impact the School's capacity to achieve its budget targets, which ultimately impacts the overall College budget.
- Given the scope of responsibility for this position from the wide range of programming, and the level of accountability due to the impact on individuals, other departments, the community, the regions, and the overall college budget and reputation, the accountability is significant.

Financial & Resource Management

- Directly responsible for an operating budget of approximately \$10 million, with authority to approve expenditures up to \$25K without VP approval.
- New initiatives require the completion of a business case for submission to the College Executive Committee.

Key priorities & challenges

- Grow technology programming at the college.
- Contribute to establishing a Centre of Excellence in Energy.
- Support applied research efforts in technology, trades and innovation.
- Amongst other responsibilities, the Director will ensure effective communication with all staff and continue to improve collaboration amongst the broader team.

- Provide academic student support.
- Exhibit student center values.
- Build strong relationships with community and industry partners.

THE PERSON

Qualifications & Education Requirements

- A relevant graduate degree is required (e.g., Master of Education, Master of Business Administration) along with a minimum of 5 years of relevant experience in a management role in a post-secondary setting.
- Must have a minimum of 5 years of experience managing budgets, supervising staff, developing strategic plans, and leading change.
- A strong background in trades, energy and technology with deep linkages to the industry.
- An equivalent combination of education, experience, and knowledge acceptable to the College may also be considered.
- Experience in a non-profit or industry training setting would be a definite asset.
- Work experience in a Northern community would also be considered advantageous.

Knowledge, Skills & Attributes

Communication & Interpersonal Skills - Able to relate effectively at all levels—students, staff, administrators, board members, community, provincial and local governments; develops and fosters an atmosphere of trust, support, creativity, and innovation. Has excellent oral and written communications skills including public speaking and presentations.

Planning & Analytical Skills - Superior ability to plan, analyze, and manage projects, budgets, and day-to-day operations; ability to set appropriate metrics and provide reports on these metrics.

Visionary & Strategic Leadership - A proven leader of people. A leader who can articulate a clear vision and engage others in shaping and realizing the vision. Action-orientated and an effective change-agent, who displays consistency, persistence, and energy in accomplishing the vision. Committed to enabling others and creating an environment where others feel inspired to pursue excellence and contribution. Creates open dialogue and the sharing of ideas. Listens and considers the input of others.

Leadership Skills - Ability to manage a diverse and complex department; a “consensus builder” proven ability to effectively lead and manage change; conflict resolution skills; ability to give and receive constructive feedback; experience in performance management and employee development.

Integrity & Human Values - Possesses impeccable integrity and ethics. Is respectful of others. Is honest, sincere, dependable, authentic, and trustworthy. Is committed to the College’s values and acts as a role model. Displays stamina and energy. Is committed to personal growth and development for self and others.

Innovative & Entrepreneurial Approach – Seeks out possibilities, develops new ideas, and effectively moves them forward. Is creative, and innovative and takes advantage of opportunities, while recognizing the necessity of working with limited resources. Understands and embraces the core of post-secondary education and the critical success factors.

Financial Management - Has a demonstrated record of success in fiscal management. Understands the complexities of effectively and efficiently running a large and complex organization. Understands the principles of policy development and is able to create and evaluate policies and practices.

Personal Credibility - Trusted and respected by others, protects confidential information, and is accountable for their actions and decisions; proven ability to serve as a role model for others when solving problems and dilemmas or confronting unethical actions.

Team Player - Understands and appreciates the effectiveness of working synergistically with internal and external stakeholders. Promotes cohesion and teamwork in seeking solutions and moving toward the future. Has a willingness to learn from others. A team player, a team member, and a team leader. Open and accessible.

Relationship Building - Has a demonstrated belief and engagement with key relationships and stakeholders and a willingness to be visible and active in the community. A service-minded leader who is actively engaged and visible in schools and the community and who works not for self-interest but for the success of all students.

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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