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OPPORTUNITY PROFILE **DEAN, SCHOOL OF TRADES, APPRENTICESHIP & INDUSTRIAL TRAINING**

LOCATION: THEBACHA CAMPUS, FORT SMITH, NWT



**COLLÈGE
AURORA
COLLEGE**

the right people

AURORA COLLEGE

DEAN, SCHOOL OF TRADES, APPRENTICESHIP & INDUSTRIAL TRAINING

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THE ORGANIZATION

AURORA COLLEGE

Aurora College (“Aurora”, “the College”) is the cornerstone of the NWT post-secondary education system. It operates three campuses in Yellowknife, Fort Smith, and Inuvik, and serves all 33 communities in the territory through distance learning. The NWT covers more than 1.3 million square kilometres and has a population of approximately forty-five thousand people. Over history, the NWT has evolved from a jurisdiction run from Ottawa to an elected consensus-style territorial government with its own unique cultural and educational needs. The devolution of land and resource management responsibilities from the federal government to the territorial government has further strengthened northern decision-making and self-determination. Combined with the significant role of Indigenous governments through modern treaties, self-government agreements, and collaborative governance arrangements, this has created one of the most unique and partnership-driven governance environments in Canada.

Today, the College is changing to increase access to quality post-secondary education for all NWT residents and better meet the needs of the NWT labour market. In 2018, the Government of the Northwest Territories (GNWT) made a bold commitment to transform Aurora into a polytechnic university. The College has received its organizational evaluation on readiness and is actively progressing towards that goal, with the aim of offering the first “made in the north for the north” degree in 2029. During the transformation, Aurora College continues to serve the residents of the Territory with programming at three campuses across three faculties ranging from micro-credentials, to upgrading and continuing education, diplomas, apprenticeship and trades, certificates, and bachelor degrees.

This is an exciting time to be in the NWT, with generational investments in the North from the Federal Government and a commitment to growth and self-sustainability. Aurora College strives to meet the GNWT’s vision for post-secondary education: that every resident of the Territory has an equitable opportunity to reach their full potential by obtaining a post-secondary education from an institution that is student centred, accessible, high quality, relevant, and accountable.

For more information, please visit the Aurora College [website](#).

THE OPPORTUNITY

DEAN, SCHOOL OF TRADES, APPRENTICESHIP & INDUSTRIAL TRAINING

The Dean, School of Trades, Apprenticeship, and Industrial Training (Dean, TAIT) is responsible for the overall leadership and collaborative approach to management of the School, with emphasis on maintaining program excellence and integrity. As part of the Academic & Research Division, the School of TAIT delivers quality apprenticeship training and trades-related programming, and ensures the range of programs meets the needs of communities in the North.

The Dean reports to the Provost and VP Academic & Research ("VPAR"), and leads a team of 22+ faculty and staff and a \$4M budget. They provide strategic leadership for the School and are accountable for all academic and administrative matters pertaining to the associated programs. The Dean oversees all TAIT programs, college-wide, throughout the NWT. Dean facilitates campus and community-based delivery (including distance education) in collaboration with the Provost and Vice President Academic and Research and other leaders in the Academic unit.



The Dean fosters a positive and inclusive environment that supports the mission, values, goals, and policies of Aurora College; is consistent with adult education principles; and is respectful of the many cultures of the peoples and communities of the NWT. The Dean often faces simultaneous, competing demands with limited resources and must be able to set priorities in an ever-changing environment.

There is tremendous excitement in the North in the wake of a range of federal funding commitments; the opportunities to grow trades programming to meet territorial needs during a generational investment in the NWT creates a critical and exciting time and space for the Dean, TAIT. The College is galvanizing a team which will work collaboratively and efficiently to build a system that supports faculty developing research programs, championing scholarship of teaching and learning, and the leading change management that comes from moving Aurora from a government-based college to a dynamic and responsive university.



Key Responsibilities

Leads Academic Program Governance, Accreditation, and Partnerships

- Leads academic program governance, accreditation, & partnerships for all assigned programs;
- Provides academic leadership and direction for all assigned programs;
- Prepares an integrated educational plan in consultation with faculty, staff, and other Academic leaders;
- Ensures the resources necessary for program delivery are in place; recommends the purchase of new resources as needed;
- Seeks opportunities for new program development, recommends direction for the sustainability or need for program renewal; responds to outside organizations while maintaining academic integrity;
- Ensures programs meet standards identified by accrediting bodies and government departments;
- Leads accreditations and co-operative arrangements with other post-secondary institutions, accrediting bodies, internship host organizations, and professional agencies in consultation with the VPAR;
- Collaborates and supports divisional leaders on the institution's need for new transfer agreements, implementation of existing articulation agreement(s), and currency of program documents transferability;
- Works closely with the Dean, School of Education, Science and Business to ensure programming sufficiently prepares learners to be successful in the School's post-secondary programs.

Oversees Academic Program Development, Evaluation, and Feedback

- Provides oversight / guidance to any new program proposals developed from within the unit;
- Leads assessment, review, and evaluation of programs to ensure academic quality; makes the final decision on any resultant actions to be taken in response to assessment outcomes;



- Draws on a variety of assessment measures to carry out productive and practical evaluation of teaching methodology and practice used by instructors in the unit;
- Reviews student feedback data to determine overall satisfaction with programs and quality of instruction; identifies opportunities for improvement and makes final decision on any resultant actions to be taken.

Maintains and Shares Academic / Technical Expertise

- Remains current in their own academic discipline and post-secondary administration more broadly;
- Participates in academic conference presentations, workshops, seminars, tutorials, and round tables;
- Provides academic mentorship to those working within the unit;
- Encourages faculty to be innovative in both curriculum development, and instructing and learning;
- Nurtures a culture of professional development by encouraging the pursuit of on-going development opportunities, including research projects;
- Leads or participates in applied research initiatives that intersect with disciplines relevant to institutional strategic goals, community needs, scholarship of teaching and learning, or territorial priorities.

Provides Input to and Supports Student Services and Student Lifecycle Processes

- Collaborates across divisions to ensure the provision of student supports that meet student needs;
- Leads the resolution of severe academic misconduct cases when the suspected infraction exceeds the authority of other faculty / staff within the School;
- Leads / delegates the planning of faculty workloads, ensuring compliance to the Collective Agreement.

Leads and Supervises Direct Reports

- Ensures all those working in the unit or other applicable stakeholders fully understand and follow all institutional policies that apply to them and comply with legislation;
- Encourages those working in the unit to promote College activities in a kind and welcoming manner;
- Promotes workplace safety; ensures staff perform safety inspections of equipment and work locations;



- Fosters teamwork and supports the work of staff; attends and helps coordinate team-building functions outside the unit, including Indigenous community, Elders, and Knowledge Holders, if possible;
- Develops and resources training plans, as well as developmental / beneficial training;
- Ensures the recruitment process is carried out according to the GNWT and college policies;
- Ensures new direct reports are oriented to the GNWT, the College, their position, and their community;
- Ensures consistent action is taken to discipline staff, using the progressive discipline model; seeks assistance from the VPAR and GNWT Department of HR to enforce discipline in the event of dismissal;
- Monitors employee performance on an on-going basis and completes annual performance reviews; coaches and mentors staff as appropriate to improve performance;
- Ensures service assignments to staff in the department are appropriately shared.

Contributes to the Effectiveness, Safety, and Reputation of the College

- Develops mid-term plans for the unit, ensuring alignment with College strategy / plans; provides input and support to the VPAR with creation of the divisional and institutional plans;
- Works with other senior leaders to implement recommendations from the Indigenous Knowledge Holders Council to strengthen and promote Indigenous ways of Reconciliation, Revitalization, and Reciprocity in the development of policies and operational decisions, which foster the success of Indigenous students and staff, and the overall success of the institution;
- Participates in an appropriate share (as defined by the VPAR) of institutional service assignments, such as leading/participating in committees, task forces, and ad hoc projects;
- Develops and monitors budgets and takes corrective action where required;
- Identifies risks as it relates to the unit, escalating to the VPAR for mitigation when necessary;
- Supports relationships with stakeholders including Indigenous organizations, community leadership, federal and territorial government, and partners in education, research, or industry;
- When asked by the VPAR, may represent the institution or Academic division at meetings.

THE PERSON

The ideal candidate should be an entrepreneurial, skilled leader who is well experienced with the complexities of trades education, with the ability to develop creative solutions to maximize delivery both on campus and in community. Possessing a collaborative leadership style, they build engagement with both staff and external partners by creating a true team environment, leveraging the considerable expertise that exists across the College. The Dean should possess sufficient planning expertise to ensure Aurora is well positioned to meet the labour market demands of NWT, and sufficient vision to explore creative ways of delivering current and new programs to meet these demands. The Dean should leverage their experience with industry partners to build relevant, world-class educational offerings for learners.



Knowledge, Skills and Abilities

- Knowledge of post-secondary systems, program planning, budgeting process and principles, economic and educational trends, college and client population, northern cultures and politics;
- Knowledge of structure of colleges and the relationships between the colleges and various partners in communities, both in the North and in post-secondary institutions throughout Canada;
- Knowledge of adult education principles, theory, best practices and instructional strategies;
- Knowledge of financial administration legislation, budgeting, and reporting on policies and procedures;
- Knowledge of northern Indigenous cultures and communities, as it effects adult learning in the NWT;
- Knowledge of the development, implementation, and coordination of academic programs / services;
- Ability to balance of Western Eurocentric and Indigenous ways in the post-secondary environment;
- Skills in strategic planning; short- and long-term planning; various evaluation methods;



- Demonstrated ability to establish and maintain effective working relationships with all levels within the institution and with students and to work as part of a senior management team;
- Ability to implement innovation and change within a unit and across a division;
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace;
- Skilled in research methods, research project development and implementation, needs assessments and program evaluation and management;
- Skilled in proposal development; project implementation and evaluation; report writing;
- Strong leadership, team building, relationship building skills with both staff and students;
- HR skills and the ability to mentor, evaluate and motivate unionized staff;
- Knowledge of instruction and curriculum development in the fields of BEE&AU related programs.

Typically, the above qualifications would be attained by:

- Completion of an Interprovincial Journeyman Certificate in one or more TAIT disciplines;
- Experience in a TAIT-related field / industry outside of post-secondary education;
- 7+ years' post-secondary experience that includes: (1) an instructional role with program / curriculum development, and (2) 3+ years of relevant post-secondary leadership experience in a team environment;
- Candidates must also clearly demonstrate 5 years work experience with Indigenous communities in northern and/or rural remote environments.

Equivalent combinations of education and experience will be considered.



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop / maintain partnerships, obtaining partner agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs / processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues / employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Student Focused – Anticipates and attends to the needs of internal and external partners of the organization; keeps student interests in the forefront.



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.

APPLICATION

Aurora College personnel are employees of the Government of Northwest Territories (GNWT). Applications must be submitted through the GNWT [careers portal](#). Contact Paul Phillips before submitting an application.

FOR INFORMATION PLEASE CONTACT:

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