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OPPORTUNITY PROFILE PROVOST AND VP, ACADEMIC & RESEARCH

LOCATION: NORTH SLAVE CAMPUS, YELLOWKNIFE, NWT



COLLÈGE
AURORA
COLLEGE

the right people

AURORA COLLEGE

PROVOST AND VP, ACADEMIC & RESEARCH

CONTENTS

THE ORGANIZATION	AURORA COLLEGE	1
THE OPPORTUNITY	PROVOST AND VP, ACADEMIC & RESEARCH	2
	Key Responsibilities	3
THE PERSON		7
	Knowledge, Skills, and Abilities	7
	Competencies and Personal Characteristics	9
COMPENSATION		10
CONTACT		10



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, 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

PROVOST AND VP, ACADEMIC & RESEARCH

The Provost and Vice President, Academic and Research (“VPAR”) is the strategic lead of Aurora College’s Academic and Research Division (“ARD”). The VPAR provides institution-wide academic and research leadership and sets the direction of programming and research activities. They lead and manage faculty, staff, academic programs, and research activities. There is tremendous excitement in the North in the wake of a range of federal funding commitments. The opportunities to grow programming to meet territorial needs during a generational investment in the NWT creates a critical and exciting time and space for the VPAR. 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.



The ARD delivers quality education and research programs, provides a variety of supports/services to students and researchers, ensures academic programs and research activities meet the needs of communities in the North, and provides upgrading/entry pathways for students into further post-secondary education. The VPAR plays a critical role in building an inclusive and collaborative culture with a student-centric approach. They provide overall leadership in the development and expansion of research activities both across the institution and, more broadly, across the Northwest Territories (NWT).

In conjunction with the President, other VPs, and with guidance from the College’s three governance bodies (Board of Governors, Academic Council, and Indigenous Knowledge Holders Council), the VPAR shapes Aurora’s direction, provides change leadership to make the desired future a reality, and collaborates with other leaders to resolve misalignment. The VPAR develops internal policies and ensures compliance to external regulations. All VPs, including the VPAR, play a pivotal role in generating revenue / tuition, securing sources of institutional funding, and ensuring cost-effectiveness to support the financial sustainability of Aurora College.



The VPAR establishes long term plans for the ARD which flow from college strategic plans; ensures that academic and research excellence and scholarly integrity govern the ARD's work; fosters an environment that is consistent with post-secondary education principles; and is respectful of the many cultures and communities of the NWT, with particular attention paid to the original Indigenous peoples upon whose homeland the College is located. This includes an array of activities that include strategic oversight of: (i) the creation, delivery, and evaluation of academic programs; including continuing education; (ii) support the scholarship of learning, teaching and Indigenization; (iii) leadership in the expansion of research activities both across the College and, more broadly, across the NWT; and (iv) the provision of student support services and strategic enrolment management processes that enable the full student lifecycle.

As a strategic leader, the VPAR reports directly to the President, is a member of the Executive Leadership Team, and collaborates regularly with other Vice Presidents, and senior leaders across the College. They lead nine direct reports and a broader team of over 185 employees, and a total budget of \$58M.

The VPAR is the Chair of the Academic Council, which forms one-third of the College's unique tricameral governance model. The Academic Council promotes best practices in the development of academic and, research programs; provides advice to the Board on strategic direction and policies of the College; and makes decisions with respect to academic programs, policies and services. The VPAR is responsible for overseeing the effective functioning of the Academic Council, election and selection of members, establishment of standing and ad hoc committees, and communication of Academic Council decisions, recommendations, and activities to the Board of Governors, President, and all faculty, staff and students.

Key Responsibilities

Strategic Planning

- Establishes a vision for the ARD, flowing from the Strategic Plan, under the direction from the President;
- Supports the President in the fulfillment of Aurora's mandate, delivery of tri-cameral governance mechanisms, and creation of long-term future direction;



- Develops long-range strategic plan(s) for the Division, in consultation with the President, other leaders, staff, and other applicable stakeholders;
- Establishes the priority issues for action, provides a planning framework for other leaders in the Division, and collaborates with other senior leaders to resolve any strategic misalignment across units;
- Develops the Academic Plan, in consultation with the President and other executive / senior leaders;
- Ensures plans integrate academic, student services, and Indigenous / community priorities with service quality to ensure resources are in place for quality academic delivery and student learning outcomes;
- Oversees and integrates all academic facets of the College, including Deans, Chairs, Department Heads, Directors, and Managers that lead academic activity to support efforts to deliver quality instruction.

Performance Measures, Budgets, and Impacts

- Assumes budget accountability and ensures budgets are developed in concert with strategic and divisional plans; are effective; and closely monitored; takes corrective action in relation to budget targets;
- Ensures ARD leaders are fully involved with the budget process and accountable for their budgets;
- Establishes a culture of evaluation using methods such as: a multi-year evaluation calendar, assessment criteria from partner institutions, built-in benchmarks; solicitation of feedback; ensures data received is included in decisions and provided to the President for leadership discussion and direction.

Academic Program Governance, Partnerships, and Expertise

- Leads the effective operation of the Academic Council in accordance with the Terms of Reference; chairs meetings and ensures meeting protocols are followed; communicates decisions and recommendations;
- Ensures academic programs / services meet standards identified by national and territorial accrediting bodies, organizations, agencies, and government departments;
- Initiates co-operative arrangements with other post-secondary institutions and professional agencies; ensures staff embrace successful working partnerships, including third party reporting requirements;



- Develops alliances, partnerships, and third-party agreements with funders, Indigenous Governments, or clients to make new opportunities possible through multimillion-dollar funding submissions;
- Leads proposals to secure funding to better meet the needs of the College's strategic priorities;
- Oversees College leaders in accreditation, evaluation, and partnership proposals, to ensure academic integrity is upheld and to promote the generation of innovative intellectual property;
- Works in partnership with other Executive 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 at Aurora College, and the overall success of the institution.

Research Leadership for the Development of Research across the NWT

- Fosters the expansion of research and strengthens the relationship between research and teaching;
- Provides mechanisms that support research and attract research funds in international and national peer-reviewed competitions and through government and private sector partners;
- Pursues, through partnerships and alliances, and supports joint research projects with other institutions;
- Fosters research that supports, represents, and promotes Indigenous ways of knowing.

Student Support Services and Libraries / Learning Commons

- Oversees the delivery of all student support services and ensures the resources necessary for effective student support services are available;
- Oversees all processes that fulfill the student lifecycle, from admissions to graduation, and the accuracy/integrity of student records including strategic enrollment management and marketing initiatives;
- Oversees the availability and delivery of library resources, services, and learning commons functions for students, faculty, and staff at Aurora College.

Policy, Compliance and Risk

- Leads policy and legislation as it relates to the Division; ensures staff, students, or other partners fully understand existing / new policies and comply with applicable legislation;
- Ensures the implementation of bylaws, policies and procedures is carried out in a consistent manner;
- Leads and is responsible for risk management as it relates to the Division.



External Relations, Events, and Communications

- Establishes relationships with partners including Indigenous organizations, regional and community leadership, federal and territorial government, and partners in education, research, or industry;
- Works with the Director, Communications & External Relations, to develop communication strategies that ensure external partners are aware of important information in a timely matter;
- Creates internal communication plans to ensure staff receive information in a timely manner; devises internal communication vehicles when Division projects have cross-divisional impacts;
- Provides reports and briefing notes for the President, Board of Governors, GNWT, and other applicable partners or governance bodies as required.

Human Resources and Organizational Effectiveness

- Provides visible leadership to ARD staff for initiatives both within the Division and across the College; establishes and maintains a positive, healthy, and safe work environment;
- Ensures the multi campus delivery model is effective and successful; actively seeks input from leaders on how to build on the synergies of the three campuses;
- Determines staffing requirements and professional development plans for ARD leaders; where applicable, ensures requirements and plans comply with the collective agreement;
- Demonstrates a commitment to on-going personal and professional development; remains abreast of evolving thinking in their field and actively pursues opportunities for professional growth;
- Ensures consistent staff discipline when necessary, using the progressive discipline model;
- Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Performance Measures, Budgets & Impacts

- Assumes budget accountability and ensures the salary and O&M budgets are developed in concert with College plans and are monitored through monthly analysis with staff and the Director of Finance/CFO;
- Ensures leaders in the Division are involved with the budget process and accountable for their budgets.

THE PERSON

The VPAR should be an inspirational and values-driven academic leader with the vision and strategic capacity to advance Aurora College's academic mission, grounded in the college's values, purpose, and strategic plan. They should co-create excellence in education, curriculum development, experiential learning, scholarship, and academic quality, ensuring Aurora's programs and academic environment reflect trends in post-secondary education and meet the needs of students, staff, faculty, and the North.

Possessing an inclusive and collaborative leadership style, politically astute and comfortable with ambiguity, the VPAR fosters a strong culture of collegiality, innovation, and shared purpose across schools, academic units, and support areas. They leverage the expertise of faculty, leadership, staff, and learners to create academic environments that are equitable, high-impact, and responsive to student success and community needs.



Knowledge, Skills and Abilities

- A mastery of academic knowledge within in a chosen field of study;
- In-depth knowledge of post-secondary organizations, policies, systems, programs, services, planning, and collegial decision-making;
- Knowledge of the norms and traditions of academics and accreditation bodies that span institutions;
- Knowledge of the social, political, and cultural environment as it effects adult learning in the NWT, along with Indigenous Identity, Indigenous Self-Government, and community empowerment initiatives;
- Knowledge of leadership, motivational theory, and effective team-building practices;
- Knowledge of organizational behavior, organizational design, effective HR practices;
- Ability to conduct academic research suitable for publication in peer-reviewed academic journals;



- Ability to develop and maintain partner relationships, both with communities in the North and other post-secondary institutions throughout Canada;
- Ability to effectively manage risk and legal matters relating to students and program delivery;
- Ability to manage budgets and develop both short-term plans and long-term strategies;
- Ability to assess educational/learning needs and analyze education or labour market trends;
- Ability to negotiate and attract third party investment to expand program and service delivery;
- Knowledge of strategic planning; short- and long-term planning;
- 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.

Typically, the above qualifications would be attained by:

- Completion of an accredited PhD degree, or equivalent doctoral program, and 10 years experience in one or more post-secondary organizations that includes both: (1) a professor role (i.e. teaching, research, and academic service responsibilities), (2) a senior academic administration role, such as a Dean, Assistant Vice President, or Vice Provost, and (3) a strong record of successful research and scholarship;
- Candidates must also clearly demonstrate 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 partners 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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