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VANCOUVER EDMONTON CALGARY SASKATOON WINNIPEG TORONTO OTTAWA MONTREAL



OPPORTUNITY PROFILE VP, CORPORATE SERVICES & ADMINISTRATION

LOCATION: YELLOWKNIFE OR FORT SMITH OR INUVIK, NWT

COLLÈGE AURORA COLLEGE



AURORA COLLEGE

VP, CORPORATE SERVICES & ADMINISTRATION

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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, 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 Vice President, Corporate Services & Administration ("VPCA"), as Aurora College's head administrator and leader for the Corporate Services & Administration Division ("CSAD"), provides administrative leadership for the College and management of the CSAD. The CSAD provides necessary services and operations including, facilities, finance, information and systems technology (IST), and policy functions, that support the delivery of core academic and research programs across the College.

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 VPCA. The College is galvanizing a team which will work collaboratively and efficiently to build a system that supports the policy, financial, technology, and facility requirements of a revitalized institution, and leading change management that comes from moving Aurora from a government-based college to a dynamic and responsive university.



The VPCA ensures that the College's administrative functions and operations are efficient and effective. The CSAD'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. As a part of the transformation process, Aurora College has streamlined its operations by creating two divisions: Academic and Research, and Corporate Services & Administration. Finalization of the new organizational structure is scheduled for January 2027 when facilities will move in to the CSA portfolio.

The VPCA establishes long-term plans for the Division which flow from college strategic plans; ensures the provision of corporate services and administration are aligned with Aurora's multi-campus model; manages the College's agreements with the GNWT for Shared Services; ensures compliance with these agreements; and that the resulting partnership is positive and productive.

As a strategic leader, the VPCA reports directly to the President as a member of the Executive Leadership Team, and collaborates regularly with other VP's and senior leaders across the College. They lead five direct reports and a total team of over 70 employees, with a total budget of $27M.



Key Responsibilities

Strategic Leadership for the Delivery of Efficient and Effective Corporate Services

- Establishes a vision and long range strategic plan(s) for CSAD which flows from the College Strategic Plan, direction from the President, other leaders, staff, and other partners;
- Supports the President in fulfillment of the College's mandate, delivery of tri-cameral governance mechanisms, and creation of the long-term future direction;
- Establishes the priority issues for action, provides a planning framework for CSAD leaders and collaborates with other senior leaders to ensure alignment across units;
- Ensures all plans integrate financial, IST, facilities, and policy priorities to enable effective operations;
- Oversees the College's use of the GNWT Shared Services agreements and develops a productive relationship with the GNWT regarding the ongoing use of, or any changes to, these agreements.

Performance Measures, Budgets and Impacts

- Assumes budget accountability and ensures salary and O&M budgets are developed inline with College plans and are monitored through monthly analysis; takes corrective action to meet budget targets;
- Ensures leaders are fully involved with the budget process and accountable for their budgets;
- Establishes a culture of evaluation using a variety of methods such as: a multi-year evaluation calendar, assessment criteria from partner universities, benchmarks; active solicitation of feedback; ensures data received is included in decisions and provided to the President for further discussion.

Finance & Procurement

- Responsible for finance; oversees the Director Financial Operations and Comptroller activities;
- Ensures administrative overhead is cost effective and balanced;
- Serves as signatory and supervises the delivery of contracts for services held by the Division;
- Works with the President and Director Financial Operations and Comptroller to recommend student fee schedules to the Board of Governors, and / or the Minister of Education, Culture and Employment;
- Facilitates the development of alliances, partnerships, and third-party agreements with funding agencies, Indigenous Governments, or clients to make new opportunities possible through funding submissions.



Policy, Compliance and Risk

- Leads policy / compliance activities institution wide; ensures staff, students, or other partners understand existing / new policies and comply with applicable legislation;
- Ensures the implementation of bylaws, policies and procedures is carried out in a consistent manner;
- Manages the response when serious compliance issues arise and works with relevant GNWT department;
- Ensures policy development benefits from research into other jurisdictions and significant vetting and input from faculty, staff and, as appropriate, students;
- Leads and is responsible for risk management across the institution;
- Provides advice on Access to Information and Protection of Privacy issues when requested; oversees actions to assess and respond to access-to-information requests.

Facilities Management and Occupational Health & Safety

- Directs, in consultation with the Director, Facilities & Properties and Executive Leadership Team, preparation of the capital budget;
- Oversees the effective management of all facilities, including asset management;
- Directly supports strategic planning in other divisions, as it relates to facilities;
- Accountable for the development of the Emergency Response Plan (ERP) including Fire Drill procedures and Occupational Health and Safety (OH&S) procedures and initiatives;
- Accountable for site inspections and to promote a culture of safety in the workplace.

Information Systems and Technology Management

- Provides leadership to the IST function to ensure resources meet the evolving needs of faculty, students, and researchers; ensures a digital strategy is created, maintained, and regularly updated;
- Oversees the plans, frameworks, and strategies of the IST function, including IST vendor management, data security / privacy, user support services, IST infrastructure, and enterprise architecture;
- Sponsors initiatives to strengthen the institution's IST capabilities in volume (number of services provided digitally), scope (enable more services), and agility (increase ability to adapt to changing technology).



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, business, or industry;
- Represents CSAD in the media, at meetings, symposia, and Indigenous and First Nations functions;
- Provides support to the College, President, and Board of Governors with external communications;
- Creates internal communication plans to ensure staff receive important information in a timely manner;
- Provides reports for the President, Board of Governors, the GNWT, and other partners as required.

Human Resources and Organizational Effectiveness

- Provides visible leadership and change support to staff in the Division for initiatives both within the Division and across the College;
- Ensures the multi campus delivery model is effective and successful; seeks input to build on synergies of the three campuses; implements processes to create a cohesive leadership team for the Division;
- Works with the Director, Indigenous Initiatives and other leaders to implement recommendations from the Indigenous Knowledge Holders Council to strengthen 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;
- Maintains a positive and safe work environment in accordance with all legislation and regulations;
- Encourages the development of leadership skills and knowledge in all staff, particularly in CSAD leaders;
- 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 the recruitment process are conducted according to the GNWT and Aurora College policies;
- Ensures consistent action is taken to discipline staff when necessary, using the progressive discipline model; seeks assistance from the GNWT Department of HR and from the President's Office as needed;
- Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

THE PERSON

The VPCA should be a humble leader who is well experienced with the complexities of post-secondary administration. Possessing a commitment to collaborative processes, co-creation, and creating a service-oriented division to support College operations, they build engagement with both staff and external partners by creating a team environment, leveraging the considerable expertise that exists across the College. The VPCA should be decisive and possess sufficient planning expertise and team leadership skills to assist with complex decisions and guide employees through challenging initiatives. They should use their experience with academic and industry partners to build relevant, world-class administrative systems and practices, and support the delegation of authority to appropriate levels within the organization.



Knowledge, Skills and Abilities

- Knowledge of finance generally accepted accounting principles and budget preparation, the ability to monitor variances, and implement required budgetary controls and/or corrective action;
- Knowledge of IST strategic leadership;
- Ability to lead within a Shared Services environment;
- Knowledge of the organization and structure of Colleges and Polytechnic Universities; post-secondary systems, program development, collegial decision-making, and strategic planning that integrates multiple corporate functions;
- 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 practices; team building, relationship building with faculty, staff, and students; success in a multi-layered organization; networking;
- Knowledge of strategic partnerships, and stakeholder relationships, both with communities in the North and other post-secondary institutions throughout Canada;



- Knowledge and ability to effectively manage risk and legal matters relating to finance, policy/compliance, facilities, communications, and IST operations;
- Knowledge and ability to implement innovation and change within an entire division that has substantively different functional areas;
- Knowledge of facilities management, capital planning, and occupational health & safety strategy and requirements;
- Knowledge in marketing, communications, and public relations activities;
- Knowledge of organizational behavior and design;
- Knowledge of effective Human Resource practices and the ability to mentor and evaluate;
- 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 manage tight time deadlines and multiple priorities;
- 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 MBA, or equivalent graduate degree, and 10 years experience in one or more post-secondary institutions that includes strategic leadership roles in at least two (2) of the following functional areas (Finance, Facilities, IST, Policy / Risk, Communications and External Relations, HR / Shared Services partnerships);
- 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 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 College; 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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