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OPPORTUNITY PROFILE **DEAN, WORKFORCE TRAINING & CONTINUING EDUCATION**

LOCATION: FORT ST. JOHN, BC



Northern Lights
College

the right people

NORTHERN LIGHTS COLLEGE

DEAN, WORKFORCE TRAINING & CONTINUING EDUCATION

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THE ORGANIZATION

NORTHERN LIGHTS COLLEGE

Northern Lights College serves an area covering more than 324,000 square kilometres in northern British Columbia. NLC opened in 1975, and has campus locations in Chetwynd, Dawson Creek, Fort Nelson, Fort St. John, and Tumbler Ridge, along with access centres in Atlin, Dease Lake and Tumbler Ridge.

NLC is a member of British Columbia Colleges (BC Colleges), a provincial group comprised of 11 Colleges from throughout the Province of British Columbia. BC Colleges has a unique regional advantage and a long history of collaboration with industry, employers, communities and policy makers. This collaborative approach allows BC Colleges to graduate highly skilled workers who are equipped to support their families, build healthier communities and power the economy in all regions of British Columbia.

Mission

Enriching lives, communities, and industry in northern British Columbia and the world through accessible, applied, and academic learning.

Vision

NLC is the College of choice for energy and technology training, and academic and lifelong learning—in or beyond the classroom.

Values

Heart – We value the emotional connections we have to each other and to those we serve.

Respect – We have mutual appreciation and trust for one another, no matter our differences.

Integrity – We take responsibility for everything we do, no matter the outcome.

Innovation – We encourage initiatives that create opportunities for constructive change.

Excellence – We strive to produce quality work that is both accurate and insightful.

To learn more, please visit Northern Lights College's [website](#).

THE OPPORTUNITY

DEAN, WORKFORCE TRAINING & CONTINUING EDUCATION

The Dean of Workforce Training & Continuing Education (“WTCE”) is responsible for leading the development, implementation, and evaluation of WTCE programs tailored to the needs of the region and aligned with the College’s strategic direction and operations. WTCE programming includes non-credit training and education in the areas of workforce and corporate training, lifelong education, and career and technical training.



Essential Job Duties & Key Responsibilities

- Provides strategic direction for development and implementation of existing and new program initiatives and manages staff to deliver such programs effectively;
- Works closely with other College program divisions (Trades and Apprenticeships; University Arts and Sciences, Upgrading and Education; Health Sciences and Human Services; and the Centre of Applied Energy and Environmental Sustainability) to discover, develop, and implement programming solutions and to create pathways into credit bearing programs;
- Ensures that divisional strategic planning activities align with Northern Lights College’s Strategic Plan and other College plans and processes (e.g., Strategic Enrollment Plan, Education Plan, and College continuous quality improvement processes);



- Ensures effective communication with other College departments to meet strategic initiatives (e.g., Registrar's Office, Marketing and Communications);
- Collaborates with external partners to develop/obtain curriculum and meet regional training needs;
- Monitors departmental activities and identifies opportunities relating to such areas as funding, expenditures, curricula, budget, employee relations, community relations, business relations and related matters;
- Manages operations on a cost recovery basis with revenue targets;
- Oversees all grant-related activities, including seeking new funding sources; developing grant applications; managing grants to ensure compliance; and submitting grant reports to funding agencies;
- Implements evaluations of all facets of WTCE programs;
- Participates in relevant community activities and initiatives; identifies potential partnerships and leverages division-and campus-specific and external resources;
- Performs related duties as assigned.



THE PERSON

Highly engaged and collaborative leader with a deep understanding of the role of Workforce Training and Continuing Education in the College and the regional economy. The Dean will champion the division of Workforce Training and Continuing Education and will deliver programming to meet the needs of community and industry partners in a timely manner on a cost-recovery basis.

Qualifications Required

- Master's degree with coursework in business, higher education, or related field;
- Six years of directly relatable experience working with higher education, business and industry, government, and community organizations;
- Expertise in curriculum/program development and program review;
- Excellent written and oral communication skills;
- Expertise in proposal writing, grant management and reporting;
- Knowledge of labour market trends (particularly resource-based industries) and economic landscape of the College-region and province (British Columbia);
- Demonstrated ability to prioritize and multitask to meet deadlines and to exercise sound judgement and make informed decisions;
- Experience managing project teams, relationships with senior level stakeholders, and managing within a unionized environment;
- Experience and knowledge of conflict and dispute resolution principles and practices;
- Sensitivity to and understanding of learners' diverse backgrounds and needs.

Preference will be given to candidates who have:

- Experience working with Indigenous communities;
- Developed relationship/network ties with industry and business stakeholders in the College region.



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 and needs.

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 stakeholder 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.

Partner Group Focused – Anticipates and attends to the needs of internal and external partner groups of the organization; keeps stakeholder interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary between \$108,968 and \$145,291 plus excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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