

Academic Chair, Practical Nursing Program

School of Nursing

Winnipeg, MB

Competition #93-21/22

Salary: \$88,853.63 - \$113,421.84 per annum

Excluded

Assiniboine Community College strives to create exceptional learning experiences for our students while strengthening Manitoba through applied education and research. The School of Nursing is looking for an Academic Chair, to lead our Practical Nursing program in the Portage la Prairie and Rural Rotating training sites in Manitoba.

The Chair is a key leadership position within the School of Nursing. This position provides an exciting opportunity to make a meaningful contribution to the ever-evolving field of practical nursing and to Assiniboine's commitment to the Truth and Reconciliation Commission's Calls to Action. The Practical Nursing program attracts a culturally diverse student population and as such, the Chair will ensure Assiniboine is providing an integrated learning experience that promotes equity, diversity and inclusiveness. The Chair will be knowledgeable of the role of the College of Licensed Practical Nurses of Manitoba, the scope of practice of the LPN, and all regulatory requirements, which guide our students to successful completion of the practical nursing program.

With a focus on exceptional learning experiences, the Chair is responsible for day-to-day operations including hiring; managing, and developing faculty and staff; overseeing curriculum revision processes. The Chair works collaboratively with the Dean, School of Nursing, and others in academic processes such as program review, program development, capital planning, and budgeting.

As the Chair, Practical Nursing, you will have an appropriate nursing credential, relevant degree (Masters preferred), be registered and be in good standing with CRNM, CLPNM, or CPNM. You will have experience leading a team in a comparable post-secondary environment or industry. You will have a solid understanding of the CLPNM and the role of the LPN in healthcare, program and curriculum development, Indigenization and decolonization of curriculum, classroom instruction, assessment and evaluation, student advising, and group facilitation. You will have leadership experience in developing faculty and students, along with experience preparing, monitoring, and managing budgets. You will also have relevant experience working with First Nation communities and Indigenous people in program delivery.

This competition will remain open until filled.

Please note: The college's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff, and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test.

Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promotes full participation to ensure dignity, respect, and equal access for all employees.

Assiniboine welcomes applications from all qualified candidates who are **legally entitled to work in Canada**, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College
c/o Human Resources
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9
Fax 204.725.8736 or email humanresources@assiniboine.net

Requests for accommodations can be made at any point during the recruitment process through the same contacts.

We thank you for your interest. Those selected for further consideration will be contacted.

Position Description

Position Title: Academic Chairperson
School: School of Nursing
Classification: Excluded Position
Supervisor's Title: Dean, School of Nursing

POSITION SUMMARY

Reporting to the Dean, School of Nursing, the Academic Chairperson provides day-to-day academic and operational leadership to the school, assuring the vitality and academic integrity of the programs and of the teaching and learning functions within the school. The Academic Chairperson works together with the college's academic units and other support departments. The Chair provides the leadership required to manage the assigned nursing programs and will share responsibility with faculty for ensuring a learning environment that maximizes student learning and success. In co-operation with the Dean, and other academic staff in the School of Nursing, the Chair is also responsible for managing general administrative processes including budget preparation and monitoring, course/instructor evaluations, and academic student advising. The Academic Chairperson may provide coverage for the Dean during vacations or other extended absences.

General areas of competence & skill for Assiniboine Community College Academic Chair, Contract Training include:

- Leading faculty
 - Managing programs
 - Managing students
 - Managing quality of programs
 - Managing change
 - Managing finances
 - Managing student recruitment
 - Engaging community
 - Exhibiting policy and governance knowledge
 - Displaying academic leadership
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PRIMARY RESPONSIBILITIES

Leading faculty:

- Creates an environment within the School of Nursing to promote equity, diversity, inclusiveness, and to be responsive to the Truth and Reconciliation
- Provide day to day guidance and coaching to faculty on teaching and learning and other academic and professional matters

- Lead faculty hiring, onboarding, and performance management
- Provide day to day supervision and direction on administrative matters to faculty and staff
- Facilitate faculty participation in program management, and faculty contribution to school and college wide academic matters
- Coach faculty in policy requirements, (including health and safety regulations)
- Facilitate faculty development and credential/skill attainment relevant to their teaching positions
- Conduct formal performance reviews, providing formative and summative feedback
- Plan/approve faculty professional development plans
- Assign, manage and report faculty contact hours/ workloads as per policy and the collective agreement
- Create staffing plans, including succession planning
- First stage dispute resolution for both faculty and students
- Work with faculty to ensure existing program curricula are current and relevant.

Managing programs:

- Manage enrolment in programs and courses
- Involve faculty in program planning and scheduling
- Timetable courses
- Ensure work placements for students are appropriate
- Ensure adherence to health and safety regulations
- Conduct investigations and participate in decision-making using processes as per policy
- Identify potential applied research opportunities
- Supervise research practices, including student research undertaken in their classes (i.e. ethics reviews needed when students doing surveys, interviews, use of animals)
- Collaborate with service departments on effective use of facilities and technology for teaching and learning
- Manage program equipment and disposable inventories
- Manage industry, education, and community partnerships

Managing students

- Provide academic advising when needed
- Resolve academic issues with students, such as transfer requests, PLAR, and individual timetabling issues
- Facilitate student learning contracts and/or student behaviour contracts
- Manage student retention / success programs
- Work with faculty, staff, and the Registrar to manage student progress and success
- Collaborate with Student Success Advisors on managing students at risk
- Liaise with sponsors to facilitate student success
- Ensure the provision of student accommodations
- Facilitate student and faculty involvement in competitions with Team Assiniboine

- Ensure students understand the College of Licenced Practical Nurses of Manitoba (CLPNM) regulatory obligations of the student and the Licenced Practical Nurse (LPN) in Manitoba, including the requirements fro application to the CLPNM registers as SPN, GPN, and LPN

Managing quality

- Lead the development of program reviews as per policy
- Manage program approval processes, and articulation/transfer requirements
- Make recommendations on admissions policy and calendar changes
- Lead course and program changes, seeking appropriate approvals
- Guide curriculum development and manage curriculum assets
- Approve course outlines as per college standards
- Contribute to Program Advisory Committee meeting support (PACs)
- Prepare proposals for new programs and program modifications

Managing change

- Develop and maintain operational plans for programs
- Lead change, such as those associated with the academic plan and Indigenization strategy, and apply change management practices
- Lead new program development
- Develop and oversee program and course renewal
- Demonstrate project management and change management, using appropriate tools

Managing finances

- Supervise day to day financial operations
- Develop and oversee program budgets
- Collaborate with college leadership to
- create multi-year budgets, including capital budgets, as per operational plans
- Cultivate new business development including contract training, international, and cost-recovery activities
- Analyze financial reports and project revenue as required
- Demonstrate effective financial decision making
- Oversee budget expenditures
- Develop financial and program proposals for contract training
- Procure resources as per policy

Managing student recruitment

- Meet with potential students through information sessions and other means
- Provide academic advising when needed
- Participate in selection processes
- Schedule Spend-a-Day visits
- Participate in open house plans and activities
- Lead program information presentations
- Fulfill partnership agreements for community outreach

- Participate in college events
 - Promote ACC and its programs
 - Contribute to marketing literature
 - Manage technical information on program pages
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COMPETENCIES

PROFESSIONAL COMPETENCIES

- Maintain membership in professional associations as required
- Actively cultivate professional networks in the post-secondary community as well as occupational areas
- Attend workshops & conferences
- Update credentials as required
- Participate in college-identified training
- Gain operational knowledge of college systems (Colleague, Ad Astra, Shared Drive, Outlook)

PERSONAL COMPETENCIES

- Demonstrate resiliency and confidence
- Practice entrepreneurship
- Lead others
- Use excellent communication skills (i.e. written, oral, technical)
- Manage own time and time of others
- Manage effective meetings
- Manage and resolve conflict
- Think critically and creatively
- Build positive relationships across the college and with/and among staff and students
- Demonstrate financial stewardship
- Prioritize tasks
- Collaborate with others
- Support colleagues
- Demonstrate Emotional Intelligence
- Make decisions and solve problems
- Be Passionate, Take Initiative, Deliver Results
- Be ethical
- Manage and lead change
- Manage directives
- Display a sense of humour

KNOWLEDGE COMPETENCIES

- Extensive knowledge of Canadian post-secondary college trends, developments, and directions.

- He/she will establish and maintain effective working relationships both within the college, and with contractors, consultants, customers, the public, and other personnel associated with private and public agencies.
 - Outstanding interpersonal, communication, presentation, influencing, and negotiation skills including the ability to develop and promote close and effective internal and external work relationships.
 - He/she will have demonstrated high-level analytical skills together with the capacity to evaluate situations make decisions and consult with others to inform, facilitate and expedite decision-making.
 - Ability to use the computer system designed for Assiniboine (including word processing and budget analysis), and is expected to be a leader in the application of technology to educational administration.
 - Ability to work with college stakeholders to develop partnerships and negotiate contracts.
 - Strong financial and budgetary skills.
 - Analytical decision-making skills, flexibility, and attention to detail.
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COMPETENCIES SPECIFIC TO PROGRAM AREA

- Must adhere to the instructor's regulatory body's professional ethics and practice standards of the nursing profession
- Must hold current registration with their Manitoba-based regulatory body and be in good standing with same.
- Must have applicable education and current practical experience
- Expert knowledge of the nursing industry trends, developments, and initiatives
- Thorough knowledge of the health care system with a broad knowledge base of the diverse specialty areas in nursing.
- Must keep current with trends in the health care sector and provide expertise and advice to partners, colleagues, and students in the development of Indigenization and decolonization of the PN program and curriculum.
- Strategic and operational planning, programming, and budgeting experience.
- Development of partnerships and training opportunities with industry, business, all levels of government, associations and educational institutions,
- Maintenance of effective community relationships.
- Develop, implement and monitor business plans and budgets related to the Institute's revenue-generating operations.