



POSITION DESCRIPTION

Position Title: Dean, School of Agriculture & Environment

Division: Academic

Classification: Excluded Position

Supervisor's Title: Vice-President, Academic

POSITION SUMMARY

Reporting to the Vice-President, Academic, the Dean provides academic and operational leadership to a growing and newly reconstituted academic school, and is responsible for advancing the college's and the school's academic plans, including the applied research strategy.

In an environment that fosters collaborative decision-making, the Dean is accountable for ensuring that the school provides high quality educational and training programs to assist with the economic, cultural, and social development of Manitoba within the context of a global marketplace.

The incumbent is expected to participate on and provide leadership to various internal and external committees, businesses and professional associations, and to negotiate agreements with external partners and organizations.

RESPONSIBILITIES AND ACCOUNTABILITIES

ACADEMIC LEADERSHIP:

- Provide leadership to increase accessibility of school programming through continuing studies, distance education and contract training.
- Provide leadership for the development of a college training culture that is entrepreneurial, accountable and quality-focussed and addresses the training needs of Manitobans both on and off campus.
- Foster an environment conducive to open and two-way communication and discussion among staff, including involvement of relevant external groups.
- Represent the college in a positive manner with the public, potential students, potential employers for students, businesses, government officials and agencies, both in-province and out-of-province.
- Ensure existing program curricula are current and relevant, and learning experiences are exceptional.
- Working with college departments, faculty, industry partners and community leaders, complete annual program summaries and scheduled program reviews and academic quality assurance audits.
- Develop program proposals, including regular, contract, and continuing studies programming; implement, promote, coordinate and evaluate new program initiatives.
- Monitor enrolments and collaborate with communications, marketing and recruitment staff to develop strategies to promote courses and programs.
- Establish, implement and maintain articulation agreements.
- Establish and maintain active program industry advisory committees.
- Identify ideas, sensitive issues or concerns that have college-wide implications to the Vice-President, Academic and provide recommendations on matters of college policy, procedure and direction.
- Support the college's goals in employment equity, Global Citizenship, and Indigenization strategy.

PLANNING AND SCHOOL DEVELOPMENT:

RESPONSIBILITIES AND ACCOUNTABILITIES

- Participate in the development of strategic and mid-range plans for the college.
- Project and anticipate sectoral labour market/industry needs. Initiate and manage needs analysis and research as required to assist in program planning. Develop long-term training plans to meet sectoral needs.
- Work collaboratively with the Vice-President, Academic and Vice-President International to research, develop and execute contract training, international opportunities, ag extension, knowledge mobilization, and continuing studies opportunities including development and management of budgets.
- Promote and manage applied research and commercialization initiatives and projects, including budgets.
- Develop strategic and multi-year operational plans for the school, based on information gained through extensive involvement with the community and industry.
- Develop an annual operational plan for the school using broad-based consultative approach. The annual operational plan will include base budget, contract training, continuing studies, and international activities.
- As a member of the Learning Leadership Council, develop academic priorities, policies and procedures to ensure academic excellence.
- As a member of Management Council, share and discuss college-wide strategies and issues and communicate these with the college community.
- Plan for and purchase capital equipment and training materials (short and long-term).
- Lead efforts and collaborate with ACC Foundation and industry partners to generate new financial and physical resources.

SUPERVISORY:

- Provide direction to faculty and staff in the day-to-day academic and operational leadership of the school.
- Supervise staff to ensure optimum utilization of resources, development and delivery of current, relevant programming and effective and efficient operation of programs.
 - Provide direct supervision to faculty including orientation, performance and professional development plans, mentoring, conflict resolution, team building, promoting best practices, and workload assignment.
 - Administer all relevant college and school policies and procedures.
 - Ensure faculty are liaising with business and industry for student practicum placements.
 - Collaborate with extended proactive advising team (student success advisors, learning strategists, tutors, faculty) to implement the College's student success strategy; provide academic advising related transfer of credit, program requirements, and other academic matters.
- Ensure responsibilities of all staff are carried out through established objectives, regular constructive feedback and direction. Provide constructive feedback and direction to staff through regular meetings and performance evaluations.
- Identify staffing inefficiencies for the Vice-President, Academic.
- Direct and participate in the recruitment and selection process for the school.

PROMOTION AND STUDENT RECRUITMENT:

- Develop effective strategies for the promotion of school programs and recruitment of students within a highly competitive marketplace.
- Promote college operations and services to the community.
- Develop partnerships between the college and appropriate business and community groups to allow the college to serve the community effectively.
- Represent the college on appropriate national and provincial co-ordinating committees.

BUDGETARY:

- In conjunction with staff, prepare and co-ordinate various operating, contract, salary and capital budgets.
- Manage school budgets to ensure effective resource utilization including human resources, procurement

RESPONSIBILITIES AND ACCOUNTABILITIES

of equipment and materials, and other services, and maintain effective fiscal management.

LIAISON:

- Liaise within regional, provincial and national business and professional communities to identify overall training needs for the school and provide direction regarding how to respond to these needs.
- Establish and maintain advisory committees through active participation and liaison with other industry organizations.
- Liaise with other education providers, regulators, professional associations and accrediting bodies.

CURRICULUM REVIEW:

- Ensure program review and curriculum maintenance and innovation are carried out.
- Ensure curriculum is developed in approved format and that approved curriculum and evaluation methodologies are being followed in the classrooms, labs and shops.
- Ensure the incorporation of sustainable development principles and practices into the delivery of programs, as well as in the day-to-day operation of the school.

TEACHING AND LEARNING:

- Provide leadership and quality assurance in the provision of inclusive, student centered teaching and learning.
- Foster a commitment to academic excellence.
- Ensure the teaching and learning environment is culturally appropriate, inclusive, current and relevant.

APPLIED RESEARCH:

- Develop funding proposals to for applied research activities within the programming area
- Track and monitor applied research activities within the programming area.
- Lead and assist faculty in the development of funding proposals for applied research activities, equipment and facilities within the programming area.
- Coordinate and monitor applied research activities within the programming area.
- Cultivate industry partnerships in support of applied research.
- Ensure that applied research capacity and outcomes are communicated to stakeholders.
- Contribute to the College's broader strategy for applied research.

HUMAN RESOURCE DEVELOPMENT:

- In collaboration with school staff, develop a human resource and organizational development strategy for the school consistent with school priorities and needs identified by staff through performance evaluation process.
- Develop a process for identifying and carrying out staff development needs which takes into account the school's operational budget and strategic plan.
- Facilitate school-related staff development activities.
- Introduce and encourage the use of appropriate technologies to improve productivity, teaching and learning, and communications within the school.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	Various
Staff Positions Indirectly Supervised	Various

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Other Key Relationships:

The Dean will receive general direction from the Vice-President, Academic in the development of operational plans, budgets, and human resource strategies. Focused input into results of operational plans will take place on a quarterly basis. The school operational plans must be approved by the Vice-President, Academic, but decisions on how to implement the operational plans will be made by the Dean. The Dean can make financial decisions that are within the approved budget. All decisions that are outside of the approved budget must be referred to the Vice-President, Academic.

The Dean will work with the Vice-President, International in the development and delivery of international projects and international enrolment targets.

The Dean will directly supervise academic and administrative staff. Probation and regular performance reviews will be conducted with all staff.

All staffing vacancies must be approved by the Vice-President, Academic. The Dean will be responsible for recruitment and selection activities, in conjunction with Human Resources.

Issues that have college-wide and political implications will be discussed with the Vice-President, Academic

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Qualifications:

Must have related university degree (Graduate degree preferred)

Practical and theoretical experience and competence in the discipline(s) that comprise the supervised programs.

Eligible for registration with the Manitoba Institute of Agrologists

Desirable Experience and Background

- Demonstrated excellence in leading a team in a post-secondary environment, or equivalent team in a government, research, or related industry environment
- Experience in planning, executing, and successfully managing ongoing programs and complex change, such as significant growth
- Understanding of the agriculture, environment, or agri-food sectors, including role of various regulatory, industry, and government parties.
- Experience in successfully leading new initiatives such as academic program development, new business development, and applied research program development
- Ability to handle challenging situations in a professional manner, including conflict resolution and adjudicating complaints, in a unionized environment
- Ability to establish and maintain effective working relationships with diverse interests, including the college, government, external agencies, and industry partners.
- Previous experience in successful fundraising, new partnership development, and securing grants is an asset.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Experience in government relations, public relations, or industry relationship management
- 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.
- Post-secondary insights: experience in teaching; knowledge of principles of adult education; knowledge of principles of program and curriculum development, assessment and evaluation; student advising and group facilitation; awareness of the day-to-day demands that faculty face and of the strategies and models for assisting faculty in managing these challenges.
- Experience in managing complex projects, and preparing complex written documents
- Experience in developing, interpreting and implementing policies and procedures
- Experience in researching, preparing and compiling proposal and reports
- Outstanding oral, written, and public communication skills.
- Experience in preparing, monitoring and managing significant budgets.
- Previous experience in major capital development projects is an asset
- Cultural awareness and respect, and outstanding interpersonal, presentation, influencing and negotiation skills including the ability to develop and promote close and effective work environments and relationships, internally and externally.
- Commitment to the values and distinctive profile of ACC, in particular - professional excellence, ethical practice and personal integrity, diversity, equity, sustainability and collaborative effort.

OTHER COMMENTS

The Dean, as a member of Learning Leadership Council, is responsible for the academic leadership and management within Assiniboine Community College and the academic school s/he supervises. As a member of Management Council, the incumbent shares responsibility for sharing and discussing college-wide strategies and issues and assuring effective communication of these strategies and issues throughout the college community. The position involves very complex interrelated duties, including managing student and faculty issues, industry interaction, complex financial systems, working with a multitude of other college staff, program quality management, and setting college policies and priorities for academic programs.

Employee's Signature

Date

Supervisor's Signature

Date