



## POSITION DESCRIPTION

Position Title: **Dean, School of Health & Human Services**      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 an academic school. 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.

As a member of the Deans' Council, the incumbent shares responsibility for the overall academic planning, direction and policy development of the college. The incumbent is also expected to participate on and provide leadership to various internal and external committees, sectoral councils, businesses and professional associations and to negotiate agreements with external partners and organizations.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1. LEADERSHIP:

- a) Provide leadership to increase accessibility of school programming through continuing studies, distance education and contract training models of delivery.
- b) 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.
- c) Introduce and encourage the use of appropriate technologies to improve productivity, teaching and learning, and communications within the school.
- d) Foster an environment conducive to open communication and discussion among staff, including involvement of relevant external groups. Ensure a forum exists for such discussion.
- e) Promote an environment of open two-way communication encouraging staff input and up and down information flow.
- f) 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.
- g) Support the college's employment equity.

#### 2. STRATEGIC PLANNING AND DEVELOPMENT:

- a) Participate in the development of strategic and mid-range plans for the college.
- b) 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.
- c) Work collaboratively with the Vice-President, Enterprise Development and the Vice-President, Academic to research, develop and execute contract training, international training and continuing studies initiatives and opportunities including development and management of budgets.
- d) Work collaboratively with the Dean, Applied Research and Institutional Planning, to promote and manage applied research and commercialization initiatives and projects, including budgets.
- e) Develop strategic and mid-range plans for the school, based on information gained through extensive involvement with the community and industry. This will include contract and continuing studies plans developed in collaboration with the Vice-President, Enterprise Development.
- f) Develop an annual operational plan for the school using broad-based consultative approach. The annual

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

operational plan will include base budget, contact training and continuing studies programs and international activities.

- g) As a member of the Deans' Council and the Academic Leadership Council, develop academic planning guidelines, policies and procedures, and prioritize college academic programs and activities to ensure academic excellence.
- h) As a member of Management Council, share and discuss college-wide strategies and issues and communicate these with the college community.
- i) Develop an operational plan for co-operative education and practicum components for school programs.
- j) Develop, deliver and evaluate contract training programs and projects.
- k) Plan for and purchase capital equipment and training materials (short and long-term).
- l) Research, develop, write and present new program proposals based on identified needs.
- m) Act as contact person for the development of college policies and procedures through the Executive Assistant to the Vice-President.
- n) Collect and write material to be included in operational plans, ministerial responses and reports that are co-ordinated by the Executive Assistant to the President and in promotional activities co-ordinated by the Communications Officer.

### **3. SUPERVISORY:**

- a) Provide direction to school chairpersons in the day-to-day academic and operational leadership of the school.
- b) Supervise staff to ensure optimum utilization of resources, development and delivery of current, relevant programming and effective and efficient operation of programs.
- c) Ensure responsibilities of chairpersons and instructional staff are carried out through established objectives, regular constructive feedback and direction. Provide constructive feedback and direction to chairperson(s) and administrative staff through regular meetings and performance evaluations.
- d) Identify staffing inefficiencies for the Vice-President, Academic.
- e) Direct and participate in the recruitment and selection process for the school.

### **4. PROMOTION AND STUDENT RECRUITMENT:**

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

### **5. BUDGETARY:**

- a) In conjunction with chairperson(s), prepare and co-ordinate operating, salary and capital budgets.
- b) Prepare an annual contract training budget for the school, and monitor contract training activity to ensure budget projections are met.
- c) Manage school budgets to ensure effective resource utilization including human resources, procurement of equipment and materials, and other services, and maintain effective fiscal management.

### **6. LIAISON:**

- a) Perform a lead role in liaising 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.
- b) Perform a lead role in establishing and maintaining advisory committees through active participation and liaison with other industry organizations.
- c) Perform a lead role in liaising with other educational deliverers, professional associations and accrediting bodies to provide articulation where it meets college objectives.

### **7. CURRICULUM REVIEW:**

- a) Ensure program review and curriculum modifications are carried out.
- b) Ensure curriculum is developed in approved format and that approved curriculum and evaluation methodologies are being followed in the classrooms, labs and shops.
- c) 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.

### **8. TEACHING AND LEARNING:**

**RESPONSIBILITIES AND ACCOUNTABILITIES**

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

**9. HUMAN RESOURCE DEVELOPMENT AND EVALUATIONS:**

- a) 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.
- b) Develop a process for identifying staff development needs which takes into account the school's operational budget and strategic plan.
- c) In collaboration with chairperson(s), develop a budget for undertaking the staff development plan.
- d) Facilitate school-related staff development activities.
- e) Assist in identifying training opportunities that fit with priorities, i.e. career planning, cross-training, technological change etc.

**KEY RELATIONSHIPS (attach relevant organizational chart(s))**

Staff Positions Directly Supervised      Various

Staff Positions Indirectly Supervised      Various

**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, Enterprise Development in the development and delivery of contract and continuing studies programs and projects.

The Dean will work with the Dean, Applied Research and Institutional Planning in the promotion and management of applied research and commercialization initiatives and projects.

The Dean will directly supervise chairperson(s) 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**

Must have related degree (Masters preferred).

The Dean will have 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.

The Dean will have 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. The Dean will 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.

**OTHER COMMENTS**

The Dean, as a member of the Deans' Council and the Academic Leadership Council, is responsible for the academic leadership and management within Assiniboine College and the academic school he/she 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 industry interaction, understanding complex financial systems, working with a multitude of other college staff, responsibility for the delivery of programs, and setting college policies and priorities for academic programs.

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Employee's Signature

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Date

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Supervisor's Signature

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Date