



**Assiniboine
College**

POSITION DESCRIPTION

Position Title: Director, Parkland Regional

Division: Enterprise Development

Classification: Excluded Grade 9

Supervisor: Vice President, Academic

POSITION SUMMARY

Reporting to the Vice-President, Academic, the Director, Parkland Campus provides leadership in the strategic identification, expansion and development of new programming within the Parkland Region. In an environment that fosters collaborative decision-making, the Director is accountable for ensuring that the Parkland Campus and designated centres provide 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 Director will participate on and provide leadership to various internal and external committees, sectoral councils, businesses and professional associations and negotiate agreements with external partners and organizations. As a member of Management Council, the incumbent shares responsibility for promoting and discussing college-wide strategies and issues and ensuring effective communication of these strategies and issues throughout the college community.

RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP:

- Provide leadership to increase accessibility of Parkland regional programming through continuing education, distance education and contract training models of delivery.
- Provide leadership for the ongoing development and promotion of a college training culture that is entrepreneurial, accountable and quality-focussed and addresses the training needs of Manitobans both on and off campus.
- Introduce and encourage the use of appropriate technologies to improve productivity, teaching and learning, and communications within the Parkland region.
- Identify opportunities to foster an environment conducive to open communication and information sharing among all staff that includes discussing college-wide strategies and issues that arise through Management Council or other networks/committees.

PROGRAM PLANNING AND DEVELOPMENT:

- Participate in the development of strategic and operational plans for the college and subsequently work with the Vice President, Academic to develop an annual operational plan for the Parkland region that includes contract and continuing education planning.
- Forecast and anticipate sectoral labour market/industry needs through ongoing participation with the Parkland Regional Advisory Committee.
- In collaboration with the Vice President, Academic initiate and manage needs analysis and research as required to assist in program planning.
- In collaboration with the Director of Continuing Studies, develop, deliver and evaluate contract training programs and projects in the Parkland region. This includes the development of new program proposals based on identified needs.

SUPERVISORY:

- Provide direction to the Administrative staff in the day-to-day academic and operational leadership of the Parkland Campus.
- Supervise Parkland staff and work with Deans, Directors and Chairpersons to ensure optimum utilization of resources, development and delivery of current, relevant programming and effective and efficient operation of programs.
- Identify staffing efficiencies for the Vice President, Academic and to other Deans/Directors.

PROMOTION AND STUDENT RECRUITMENT:

- Develop effective strategies for the promotion of Parkland Campus programs and recruitment of students within a highly competitive marketplace.
- Promote college operations and services to the Parkland region.
- Develop partnerships between the college and appropriate business and community groups to allow the college to serve the region effectively and maximize opportunities for building capacity.
- Represent the college on appropriate national and provincial coordinating committees.

BUDGETARY:

- Prepare and co-ordinate Parkland region operating, salary and capital budgets.
- Prepare an annual contract training budget for the Parkland Campus and related sites in collaboration with the Director of Continuing Studies and, and monitor contract training activity to ensure budget projections are met.
- Manage budgets to ensure effective resource utilization including human resources, procurement of equipment and materials, and other services, and maintain effective fiscal management.
- Plan for and purchase capital equipment and training materials (short and long-term) within signing authority and identify capital expenditures required for Parkland Campus and regional centres.

LIAISON:

- Perform a lead role in liaising within regional, provincial and national business and professional communities to identify overall training needs for the Parkland region, and provide direction regarding how to respond to these needs.
- Perform a lead role in establishing and maintaining advisory committees through active participation and liaison with other industry organizations.
- Perform a lead role in liaising with other educational deliverers, professional associations and accrediting bodies to provide articulation where it meets college objectives.
- Liaise with student advisors, faculty and staff and serve as a point of contact for student/staff concerns and where necessary, route to appropriate functional area.

CURRICULUM REVIEW:

- In collaboration with the Director, Continuing Studies and ensure curriculum is developed in approved format and that approved curriculum and evaluation methodologies are being followed in the classrooms, labs and shops for non base funded contract training projects.
- 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 region.

TEACHING AND LEARNING:

- Liaise with Student Advisor to provide leadership and quality assurance in the provision of inclusive, student centered teaching and learning environment for Parkland Regional campus and related centres.
- Foster a commitment to academic excellence which includes ensuring the teaching and learning environment is culturally appropriate, inclusive, current and relevant.

HUMAN RESOURCE DEVELOPMENT AND EVALUATIONS

- Regularly provide feedback and conduct performance evaluation reviews with staff the report to the Director.
- Provide feedback to respective Deans, Directors, Chairpersons, Coordinators and other functional areas with regard to performance of Parkland region staff and faculty.
- Facilitate and provide staff development opportunities through the performance evaluation review process.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	Various
Staff Positions Indirectly Supervised	Various

Other Key Relationships:

- The Director will work directly with the Vice-President, Academic in the development of strategic planning, operational plans, budgets, and human resource strategies for the Parkland Region.
- The Director will seek out and establish relationships with a variety of business, industry and community stakeholders in the continuous advancement of the Parkland Region's strategic objectives.
- The Director will collaborate with the Vice-President, Academic and the Director of Continuing Studies in the development and delivery of contract and continuing education programs and projects.
- The Director will work closely and meet regularly with Deans and Directors to assess if programming is being delivered effectively and consistently from site to site within the Parkland Region and centres.
- The Director will work directly with all staff at the Parkland campus.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Relevant bachelor's degree and/or Master's degree with several years experience working in a senior academic management position, including budgetary and supervisory experience as well as experience working with various regulations, policies and procedures.

Ability to raise the college's profile and presence in the community through liaison with business, industry and Indigenous communities with a well developed network in the Parkland region in clearly articulating the college objectives and priorities.

Excellent interpersonal, team, oral and written communication skills.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Strong financial management and planning skills.

Proven ability to manage multiple projects and priorities.

Proficient in MS Office as well as the ability to learn information systems (IS) specific to role.

Ability to work collaboratively and to develop strong partnerships with diverse populations including Indigenous communities.

OTHER COMMENTS

The Parkland Regional Campus Director must work collaboratively and interdependently with the respective Deans/Chairpersons in the relevant divisions at other campuses regarding program delivery.

Employee's Signature

Date

Supervisor's Signature

Date