



Carlton Trail College has an opening for a Post-Secondary Programs Manager

This competition will end on **July 25, 2024**. Applications must include an updated cover letter and resume. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

**Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0
careers@carltontrailcollege.com**

Out of Scope

Benchmark Level: 4

Location: Carlton Trail College Learning Region

POSITION SUMMARY

Reporting to the Business & Skills Training Director, the Post-Secondary Programs Manager is responsible for institute credit programming, including program development, delivery, monitoring, and evaluation, as well as day to day operations and management. Working collaboratively with the Senior Leadership Team, the Post-Secondary Programs Manager will oversee quality programming, implementation of organizational plans, budgeting, staff leadership, and employer and community engagement. This position has a number of direct reports and directly or indirectly supervise all program and operational staff within their portfolio.

DUTIES AND RESPONSIBILITIES

Program and Service Management:

- Working with the Business & Skills Training Director, provide input on all aspects of managing post-secondary programs, including needs identification, program planning, budget development, implementation, and evaluation.
- Provide recommendations for College policy development, as it pertains to programs and services.
- Provide input in the strategic planning process for the post-secondary education programming area.
- Analyze the financial performance of assigned programming and operations, ensuring accountability for allocations and expenditures
- Identify potential opportunities for additional funding sources through sponsorships and grants.
- Oversee all post-secondary programs being delivered by the College
- Provide direction into the development and implementation of a student recruitment strategy in conjunction with the Advancement & External Affairs department.
- Prepare reports as required. Reports may include, but are not limited to, government reports, month end reports, and contributions to the Annual Report and Business Plan, and other various ad hoc reports.
- Oversee the College facilities in Watrous.

Program and Service Planning, Development and Delivery

- Lead the process to evaluate, research and develop post-secondary programs and academic services that meet regional needs.
- Provide input to the compilation of the annual regional needs assessment and consult with community organizations, First Nation communities, business and industry, program partners, and sponsors to determine education programming that meets labour market training needs.
- Identify needs and gaps in programs and develop appropriate measures to address these gaps.
- Monitor the quality of the program delivery plan including quality assurance, program design, established curricula, adult education principles and ensuring that it operates within College policies, procedure and budget.
- Provide recommendations regarding student learning difficulties and issues, attendance issues, classroom participation matters, student probation and discontinuation in conjunction with the instructor and the student services team.
- Provide recommendations in the on-going development of procedures to deal with students, including student application and selection processes, student recruitment and retention plans, student discipline and other strategies and procedures as required.
- In collaboration with other staff members, develop and recommend strategies, activities and resources to enhance services and service delivery.

Communication and Public Relations

- Communicate effectively and cooperatively with staff, students, potential clients, First Nations communities, government agencies, external organizations and stakeholders, post-secondary institutions and the general public.
- Liaise with external agencies, partners, stakeholders and represent the College on committees as required.
- Advocate on behalf of Carlton Trail College with all external stakeholders.

- Collaborate and negotiate with brokerage partners, potential partners and agencies for delivery of programs and services.
- Contribute to the College's marketing strategy as it relates to institute, and industry and trades credit and non-credit programming.

People and Resource Management

- Provide leadership to instructors and programming staff. Ensure all staff supervised receive ongoing support, evaluation and feedback through the performance evaluation process.
- Respond to Step 1 or Step 2 grievances as needed as well as demote or involuntary transfer employees
- Terminate or provide recommendation to terminate employees when needed
- Responsible for final decisions regarding probationary discharge of direct reports
- Establish priorities consistent with the mission, vision, values and strategic direction of the College and allocate financial, material, and human resources to achieve established objectives.
- Participate with the Senior Leadership team in the development of specific action plans for achieving the strategic direction of the institution and manage change within the organization.
- Provide leadership and direction to assigned staff and ensure that a working environment is maintained that is conducive to teamwork and effective, efficient workflow.
- With the assistance of the Human Resources Director, ensure that all applicable aspects of the Collective Agreement and College policy are followed and applied as required.
- Works across the College to develop and communicate opportunities, performance metrics and success.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated experience in developing, implementing, and evaluating programs and services.
- Extensive knowledge in adult education practices, modern managerial practices, and business procedures.
- Demonstrated skills in negotiating and collaborating with partners, budgeting, writing proposals, research and analysis, program planning and evaluation.
- Demonstrated analytical and problem-solving skills; the demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations.
- Demonstrated effective organizational skills and experience in managing multiple projects
- Demonstrated ability to manage changes in the work environment, structure, process requirements or cultures.
- Demonstrated interpersonal skills and the ability to work in a collaborative team setting.
- Demonstrated effective supervisory and leadership skills.
- Supervisory skills in managing and evaluating people, handling problems and resolving conflict.
- Exemplifies the College's guiding principals of accountability, respect, commitment, innovation, and integrity
- Demonstrated ability to keep the organization's vision and guiding principles at the forefront of decision making and action.
- Demonstrated ability to set high standards for oneself and others and accept responsibility for all actions.
- Operates with integrity at all times.
- Demonstrated effective communication skills, including written and oral.
- Demonstrated experience in working with people from equity groups in a cross-cultural setting, and the ability to relate to adult learners and their concerns.
- Demonstrated proficiency in the use of computer applications and communications technologies, specifically in the use of the internet, email, word processing, spreadsheets, and other applications.
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, co-workers, partners, employers and students apprised of important developments.

EDUCATION

The minimum relevant knowledge or formal training essential to perform the functions of this position is a relevant bachelor's degree from a recognized institution, or equivalent combination of a Journeyperson's certificate and other training relevant to this position. This education would typically provide knowledge in program development, budgeting, proposal writing, analytical and research skills.

OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion. Most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Criminal Record Check that is satisfactory to Carlton Trail College

REPORTING RELATIONSHIPS

Reports to: Business & Skills Training Director

Supervises: Program Coordinators
Program Delivery Associates
Instructors

EXPERIENCE

This position requires a minimum of three years of related experience which demonstrates:

- Strong management skills
- Excellent supervisory and coaching skills
- Ability to provide successful leadership to a team
- The ability to be creative and innovative
- The skills required to negotiate with partners, work collaboratively with people, and deal with sensitive situations.