



**Okanagan College
Job Description**

Position Number	S00283
Position Title	Dean, Trades & Apprenticeship
Classification	Dean, Trades & Apprenticeship
Employee Group	Senior Management
Division/Portfolio	Trades and Apprenticeship
Department/Program	Portfolio Dean's Office (P4*)
Reports to Position Number	S00026
Reports to Position Title	Provost & Vice President, Academic
Positions Supervised	Yes
FTE	1.0
Location	Kelowna
Salary Grade	M16
Position Summary	<p>Provides leadership, oversight and senior management for the Trades and Apprenticeship Portfolio in keeping with the College's Mission, Vision, Values and Key Directions; develops goals and strategies and provides oversight of the operation of Trades & Apprenticeship including the management of personnel, employment contracts, labour relations, budgets, finance, facilities, instructors and staff recruitment, student recruitment and enrollment management, student affairs, program planning and development, inter-regional programming, program accreditation, Trades & Apprenticeship events, policies and regulations, program advisory committees, pan-institutional projects, applied research projects, relations with other institutions, and affiliated organizations.</p>
Functions and Duties	<p>1. Plays a key leadership role in the direction, growth and development of the Portfolio and the College. Is a member of the Leadership Team and the Deans Forum. Anticipates, recommends, and contributes to the development of institution-wide initiatives</p>

2. Is responsible for developing and implementing the following for the Portfolio: strategic long-term and short-term plans, operating and capital budgets, policies and procedures, and for current and projected Industry Training Authority (ITA) training plans.

3. Plans, directs and coordinates the delivery of the educational programs assigned to the Portfolio including identifying needs for new programs, assessing the feasibility of new initiatives, and evaluating and modifying existing educational programs and services. Works with OC International Education to create appropriate opportunities for international students. Ensures adequate facilities are available for all programs.

4. Is responsible for the quality assurance of Trades & Apprenticeship courses and programs and works closely with the departments and Education Council to ensure excellence in programming. Conducts the Tier 1 and 2 Program Review and Renewal Process annually, and assists with Tier 3 reviews as necessary. Undertakes regular reviews of educational programs and implements required actions. Ensures the program advisory committees are properly constituted, supported and meeting regularly to ensure program currency.

5. Monitors emerging trends, changes and opportunities that affect Trades & Apprenticeship programming. Leads the development and implementation of projects, programs and policies.

6. Seeks to optimize student satisfaction with programs, program delivery and the quality of instruction. Investigates and processes student complaints subject to Okanagan College policies and collective agreements. Responsible for student discipline, including the appropriate course of action and the imposition of discipline in all cases except student expulsion. In the latter cases, advises and makes recommendations to the Provost and Vice President, Academic.

7. Is responsible for Portfolio-related human resources including organizational structure, supervision, workload assignments, employee recruitment, orientation and training, performance management, professional development, labour relations, and health and safety within the Portfolio. Fosters a professional team-based work environment and works closely with Human Resources and employee group representatives in order to build and maintain positive relations.

8. Cultivates a learner-centred environment and encourages instructional employees to innovate in both curriculum and program development as well as learning and teaching. Develops and maintains effective communication and coordination both within the Portfolio and between Trades & Apprenticeship, the College and the community. Chairs the Trades' Chairpersons meetings, consults with Chairpersons on a regular basis, and oversees the Chairpersons in the performance of their responsibilities.

9. Develops and maintains effective working relationships with a variety of internal and external groups, including Leadership Team, administrative departments, Education Council, external agencies, advisory committees, funding agencies, and professional and community associations. Represents and promotes the College and its programs on local, provincial and national committees, and liaises with other institutions, British Columbia Association of Trades and Technology Administrators (BCATTA), First Nations groups, government, academic and industry associations, accrediting bodies, school districts, Industry Training Authority (ITA), private sector organizations and various other agencies.

10. Responsible for the Trades & Apprenticeship Portfolio budget and finances and is accountable for allocations and expenditures within the approved budget. Develops, manages and reconciles the annual operating and capital budgets for the unit, forecasting revenues and adjusting expenditures in response to increases or decreases in revenue in order to meet financial and performance targets. Identifies new revenue sources, and, in consultation with the Okanagan College Foundation, solicits equipment and capital donations from industry, business and other external sources.

11. Administers and ensures adherence to College policies and collective agreements. Participates as needed as the designated supervisor in grievances and provides input into and may be required to participate on the College's negotiating committees in collective bargaining.

12. In collaboration with Public Affairs and the Registrar's Office, develops plans to market and promote the Trades & Apprenticeship programs and services.

13. Leads the development of scholarly activity within the Portfolio. Is responsible for the approval of the employer directed professional development funding in consultation with the Professional Development Committee. Reviews and approves professional development plans for the portfolio staff and monitors follow-up activities in order to maintain high standards of performance.

14. Facilitates applied research and innovation projects both internally and in cooperation with external parties including other institutions and government agencies (e.g. NSERC).

15. Mitigates institutional risk through risk management techniques and appropriate management practices.

16. Participates on OC committees, and various ad hoc committees, teams, and task forces as appropriate.

	<p>17. Ensures that employees in the Portfolio are familiar with the relevant health and safety regulations and receive proper instruction in safe work practices and accident prevention.</p> <p>18. Prepares and submits reports and statistical data pertaining to Portfolio activity as required.</p> <p>19. Performs other duties as assigned.</p>
<p>Education and Experience</p>	<p>Master’s degree in one of the related portfolio disciplines. Minimum ten years in post-secondary education, including a minimum of five years teaching experience, and a minimum of five years in administration covering a broad array of programming. Consideration will be given to equivalent combinations of education and experience.</p>
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> - Demonstrated leadership, supervisory and management skills - Excellent oral and written communication skills - Ability to liaise with business and industry - Ability to plan and think strategically at a senior level - Technical competence at a senior level in finance - Recognized project management skills - Excellent organizational, administrative and problem-solving skills - Strong technical and analytical skills - Team player with honesty and integrity and an aptitude for working in a collaborative environment
<p>Core Competencies</p>	<ul style="list-style-type: none"> - Collaboration & Collegiality - Continuous Learning & Information Seeking - Effective Interactive Communication - Initiative - Integrity & Accountability - Student & Service Focus