

## Opportunity Overview – Director of Programs and Innovation Great Northern Way Campus Ltd. (GNWC)

*We respectfully acknowledge that the land on which the Centre for Digital Media campus is located is the traditional and unceded territory of the Coast Salish peoples, specifically the shared traditional territories of the Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷ məθkʷəʔəm (Musqueam) First Nations.*

The Centre for Digital Media (“CDM”) was established through a ground-breaking education consortium of the University of British Columbia, Simon Fraser University, British Columbia Institute of Technology and Emily Carr University of Art + Design. Home to the Master of Digital Media (MDM) program, the CDM attracts and trains top talent for the digital media industry in British Columbia, in close collaboration with the university and industry partners.

Great Northern Way Campus Ltd. (“GNWC”) is recruiting a **Director of Programs and Innovation (DPI)** to join our team full-time at the CDM. Reporting to the Managing Director, Academic and Business Operations, the **Director of Programs and Innovation (DPI)** is responsible for the quality and integrity of the Centre for Digital Media’s (CDM) academic portfolio including current and future programs. The DPI will be a key member of GNWC’s Leadership Team.

The DPI will co-develop new business opportunities to support experiential learning and to support and grow research funding and applied research activities. This portfolio includes responsibility for decisions and communications in academic planning and operations, personnel management, strategic planning, mission fulfillment, and future capacity building.

The DPI oversees the performance and development of academic faculty and staff and is responsible for overall program learning outcomes, teaching, and research accomplishments within the CDM. As the key liaison with the Shareholder institutions and the current Management Service Agreement (MSA) holder, SFU, the DPI will establish and maintain strong and productive inter-institutional relationships. The DPI serves on key academic committees and on a variety of management and governance committees. The role requires the DPI to lead, develop, motivate and communicate effectively with faculty, students, staff and external stakeholders, and to manage resources to achieve outcomes for the CDM. The DPI supports CDM’s justice, equity, diversity and inclusivity initiatives, and supports the sense of belonging of all members of CDM’s teaching and learning community.



The candidate must be legally entitled to work in Canada.

## **Roles and Responsibilities**

### **Academic Strategy**

In collaboration with the Managing Director the DPI will:

- Set annual strategic goals for academic areas consistent with GNWC's mission and goals.
- Establish and implement structures and processes to achieve academic strategic goals.
- Develop and set performance goals, indicators and measurement strategy.
- Engage faculty and staff to develop short and long-term academic portfolio planning aligned to strategic goals.

### **Academic Innovation, Experiential Learning and Research**

In collaboration with the Managing Director the DPI will:

- Develop new curriculum and programs.
- Collaborate with partner institutions to identify academic opportunities including joint programming, teaching, and research opportunities.
- Develop, implement, and continuously improve guidelines and procedures for the design and delivery of all educational programs.
- Develop inclusive programming for underrepresented groups.
- Develop and continuously improve faculty recruitment, orientation, onboarding, professional and performance-based development strategies.
- Track curricular changes through appropriate internal and external academic governance processes.
- Design and oversee high quality digital and online learning experiences.
- Develop and continuously improve signature CDM pedagogies.
- Implement and oversees engagement with program advisory committees.
- Continuously improve student experience and engagement through quality experiential learning, teaching, industry collaborations, and research.
- Ensure that instructional curriculum and instructional support services are appropriately described in the University Calendar and website.
- Collaborate with partner and other institutions regarding educational issues such as articulations/transfers, joint programming, resource management, and decision-making criteria.
- Oversee the articulation of courses between the CDM and other institutions.

### **Industry Partnerships, Work Integrated Learning and Applied Research**

In collaboration with the Managing Director the DPI will:



- Develop strategic and high-impact industry and community-based partnerships, and innovative practices.
- Lead the design and implementation of jointly developed (industry-educational) short-track programs including micro-credentials.
- Support training for underrepresented groups.
- Liaise with relevant groups/organizations to help ensure program relevancy and to assist with faculty recruitment.
- Support grants and fundraising collaborations with industry.

### **Budget**

- Collaborate with the Managing Director, and the Director of Finance and Operations to develop and manage the academic budget.
- Work with the Managing Director and the Director of Finance and Operations to determine the assignment of faculty workloads and compensation.
- Conduct monthly and annual reconciliation of the academic budget with the finance team.

### **Administrative Oversight**

- Work with the MSA holder to meet deadlines and ensure faculty appointments are approved.
- Maintain and provide accurate and timely academic data to the MSA holder.

### **People & Culture**

- Supervise (lead, develop and motivate) the Programs and Student Services Manager, Program Assistant and future employees in the academic portfolio.
- Collaborate with the Managing Director to provide strategic input and support for staff in Marketing & Recruitment and Administration departments.
- Collaborate with the Property Management team regarding decisions about academic facilities.
- Provide leadership that encourages faculty to commit to teaching and professional development goals.
- Approve and execute the appropriate correspondence for those personnel matters, including instructor hiring and evaluation, assigned to areas of functional responsibility.
- Establish and maintain strong working relationships with colleagues at CDM and partner institutions.
- Make recommendations to the Leadership team on CDM academic faculty and staff policy.
- Meet CDM contractual workload assignment obligations and other conditions of employment in accordance with company policy.
- Support and coach department staff and faculty in the performance of their duties.
- Facilitate a good working environment that nurtures and encourages creativity, positive human relationships, and innovative behavior.



- Create an inclusive culture supports employee's sense of belonging to the CDM community.

### **Systems Administration**

- Support student enrollment and oversees registration in CDM programs.
- Oversee the course evaluations process.
- Oversee scheduling of courses in the MSA holder's systems.
- Oversee the maintenance of the student services website.

### **Qualifications & Experience**

- Demonstrated strategic leadership and operational management skills to confidently lead future success; utilizing business acumen, managing and leading change.
- Terminal degree in education (e.g., leadership, technology, pedagogies, curriculum development) or a relevant equivalent.
- Demonstrated experience in post-secondary education sector in BC and Canada.
- Strong teaching and educational development background.
- Demonstrated experience in program development, Ministry guidelines, and regulatory requirements.
- Demonstrable ability to lead, develop and motivate faculty and teams.
- Demonstrated experience building cross-institutional partnerships.
- Capacity to contribute to and reinforce a strong teaching and learning, community and global engagement.
- Ability to think creatively when implementing business solutions to achieve organizational objectives.
- Demonstrated ability to work collaboratively with internal and external stakeholders to capitalize on all expertise.
- Demonstrated ability to communicate with impact and purpose to gain the support of a wide range of stakeholders.
- Demonstrated commitment to justice, diversity, inclusivity and ethical practices.
- Proven ability to contribute to forward development and strategy.
- Strong commitment to a student experience of the highest standard.
- Knowledge of educational platforms and technology and their use in the advancement of pedagogy.
- Knowledgeable with student information systems to monitor student records, faculty appointments and expenses.
- Exceptional attention to detail and time management to ensure all procedures are followed accurately and in a timely fashion.



- Minimum 10 years experience

## **How to Apply**

Please e-mail your resume and cover letter in one combined document to [kevin@hyphenleadership.com](mailto:kevin@hyphenleadership.com) **by May 18, 2022.**

Equity and diversity are essential to academic excellence. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. Upon receiving an interview, you may request accommodation for any accessibility needs.

We appreciate all applicants for their interest; however, only those selected for an interview will be contacted.

