

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY  
POSITION DESCRIPTION**

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**POSITION:** Dean

**DEPARTMENT:** School(s) of Business, Construction & the Environment, Energy, Health Sciences, or Transportation

**REPORTS TO:** Vice President, Academic

**DATE:** November 2015

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**SUMMARY:**

This position plays a significant role in developing strategies and initiating relationships with external organizations that advance the profile of the School, institute and its programs.

Reporting to the VP Academic, the Dean is accountable for developing strategic directions within the broader Institute context and creating goals and objectives within the School. The Dean ensures that efficient business processes are in place, that the highest quality of education is taught to students, makes key decisions related to resource allocation and revenue generation, and ensures continuous improvement and evolution of programs and services within the School.

**SPECIFIC ACCOUNTABILITIES:**

**Strategic and Operational Planning:**

Develops the School's strategic plan based on the institute's strategic objectives and the training and employment needs of industry and professional associations relevant to the School.

Works with industry and leaders to ensure that the core activities are aligned with the current industry trends

Works with the faculty and staff to develop the annual operational plan, which includes the budget and educational plans

Forecasts and communicates the capital equipment, physical plant, and facilities needs of the School

**Leadership and Engagement:**

Provides guidance, coaching and recognition necessary to motivate the Associate Deans, other school managers and faculty to work to their highest levels of performance

Provides leadership and direction to the entrepreneurial and new programming plans and initiatives of the School

Establishes and models standards of excellence related to ethical behaviour, quality, efficiency and superior levels of product and effort

Promotes a culture of collaboration, customer focus and quality of programs and services for students and industry

Creates and promotes a positive working environment for faculty

### **Program Delivery and Quality Assurance:**

Ensures the effective functioning of School Committees such as the Quality Committee, the Committee on Accountability and Sustainability, the School Applied Research Committee, and the Program Advisory Committees

Ensures that quality assurance processes are in place including probationary evaluations, performance development reviews, and curriculum reviews

Ensures the relevancy of the educational offerings and oversees the development of new credentials including undergraduate and post-graduate credentials

Establishes quality assurance standards and ensures the continuous improvement and evolution of programs and services

### **External Relations:**

Serves as the Institute's main liaison to the industry sectors served by the School at all appropriate organizational levels and with related associations

Initiates and maintains relationships with relevant external organizations, including appropriate provincial and federal bodies, that advance the profile of BCIT and its programs and services

Creates strategic partnerships, including high level agreements with domestic and International organizations, to create markets for BCIT programs and services

Creates opportunities for BCIT in new and established markets working with other schools to fully serve clients needs

### **Business and Human Resource Management:**

Plays a significant role in the Institute's operational and budget Planning, which results in expense and revenue targets being established for the School, and is responsible for ensuring these targets are achieved by the School

Ensures that appropriate processes and procedures are in place to monitor and ensure financial and administrative accountability

Manages and administers the business, educational, applied research, and other relevant activities in line with institutional management policies and collective agreements

Responsible for the administration of student related policies and procedures

Promotes and maintains a strong focus on customer service and learner success

Responsible for diversification of funding sources through revenue activities, grants, partnerships, and continued establishment of relevant contacts and organizations in industry

Responsible for financial risk management within the School and assisting the Associate Deans and other managers in risk assessment

Serves on senior management and institutional committees and contributes to the overall planning, decision making, and administration of the Institute. Oversees the on-going operation of programs, and in some cases, satellite campus operations across the province.

Oversees the human resources planning for the School, strategically ensuring that the staff complement will meet the future goals and objectives of the School and the Institute

Oversees the performance and development of assigned staff. Provides leadership and direction, establishes employee development programs and coaching/mentoring practices that promote individual and team competencies, productivity, and customer-focused solutions

### **DECISION MAKING:**

The Dean exercises professional and managerial judgment in advising on educational policy and a broad range of Institute matters. There is broad latitude for decision making with primary control through general policy and guidance, collective agreements, and statutory requirements:

- Financial decisions within the annual budget framework
- Initiate and recommend strategic partnerships and major capital investments
- Human resource decisions
- Decisions regarding routine partnerships and affiliations
- Decisions about educational priorities in the School

The Dean contributes to overall institutional decisions related to matters such as:

- Major strategic or long-term partnership decisions
- Financial decisions with significant long term implications and risk
- Labour relations and collective agreement changes
- Institute level program profile
- Public and government relations

### **FINANCIAL RESPONSIBILITY:**

Accountable for the development, management, prioritization and balancing of the School budget in accordance with the overall budget and planning direction set out for the Institute.

### **SUPERVISION EXERCISED:**

The position plans and directs activities through Associate Deans, Operations and Business Development/Industry Services Managers, faculty, and support staff. The position establishes objectives and reviews/evaluates performance to plan.

The number of management and other employees reporting directly to the position is up to 15. Total number of employees for whom the position has direct responsibility is up to 500 FTE's.

**SUPERVISION RECEIVED:**

Responsibilities and accountabilities are assigned in terms of broad organizational strategies, objectives and policies, budgets, and program profiles. The position is subject to periodic review of general effectiveness and attainment of objectives.

**QUALIFICATIONS:**

Graduate degree at the Master's or Ph.D. level, with five years of relevant senior management experience, industry knowledge and a proven record in academic leadership. A broad understanding of higher education issues within post-secondary education. Teaching experience in a relevant field preferred. Excellent communication skills, strong analytical skills and a proven network with industry are required. An equivalent combination of education and professional experience may be considered.