COLLÈGE AURORA COLLEGE

IDENTIFICATION

Department	Position Title	
Aurora College	Dean, School of Health and Human Services	
Position Number	**Community**	**Division/Region**
91-7008	Yellowknife	Academic & Research

PURPOSE OF THE POSITION

The Dean, School of Health and Human Services is responsible for the overall academic leadership and collaborative approaches to management of the School of Health and Human Services, with particular emphasis on maintaining academic excellence and integrity in the School. As part of the Academic & Research Division, the School of Health & Human Services delivers quality post-secondary education programs and ensures academic programs meet the needs of communities in the North.

SCOPE

The Dean oversees all academic and administrative matters concerning the School and is a standing member of Academic Council. The position is responsible for ensuring the School fully embraces academic faculty, staff and students at all campuses and research centres.

The Dean oversees all Health and Human Services Programs, College-wide, throughout the Northwest Territories (NWT). Programs often involve partnering with southern universities. The Dean assists in building partnerships and associations within Aurora College and with other Colleges and Universities to produce successful learners qualified to go on to further post-secondary programs or seek meaningful employment. Health and Human Services Programs may be delivered, dependent upon regional requests, throughout the NWT. The Dean facilitates campus and community-based delivery (including distance education) in collaboration with the Provost and Vice President Academic and Research and other leaders in the Academic unit.

The Dean fosters a positive and inclusive environment that supports the mission, values, goals, and policies of Aurora College and the Government of the Northwest Territories (GNWT) as a whole; is consistent with adult education principles; and is respectful of the many cultures of the peoples and communities of the Northwest Territories (NWT). The position is governed by established Aurora College Policy and Procedures, Code of Ethics and

Business and Corporate Plans; the Aurora College Act; GNWT legislation, regulations, policies and guidelines; and Collective Agreements.

The incumbent often faces simultaneous, competing demands with limited resources and must be able to set priorities in an ever-changing environment. The incumbent works with tight deadlines and manages conflicting priorities and regular interruptions. Issues related to student or staff suspension and discipline can be emotionally charged and, at times, politically sensitive; tact, discretion, and confidentiality are of critical importance.

The School of Health and Human Services, under the Dean's direction has significant impact on the delivery of credible programming to maintain transfer agreements and academic partnerships; the availability of qualified health professionals; the confidence of employers in the field to hire the School's graduates and, by extension, the health and well-being of all residents and communities of the NWT whole.

This position reports to the Provost and Vice President, Academic and Research.

HUMAN RESOURCES & BUDGET

- Reporting Positions (6 or more direct, and 27 or more indirect)
- Annual budget $5 million or more

RESPONSIBILITIES

1. **Leads academic program governance, accreditation, & partnerships for the School of Health & Human Services.**
   - Provides academic leadership and direction for all programs within the School.
   - Prepares the School's educational plan in consultation with faculty, staff, and other Academic leaders.
   - Ensures the resources necessary for effective program delivery are available within the School and recommends the purchase of new resources.
   - Represents the School on Academic Council, as a standing member, to develop and implement criteria and processes to govern the creation of new programs; determine the sustainability or need for program modification and renewal; and clarify responses to outside organizations while maintaining academic integrity.
   - Ensures all academic programs within the School meet standards identified by national and territorial accrediting bodies, organizations, agencies, and government departments.
   - Initiates, leads, and maintains School- or Program-specific accreditations and co-operative arrangements with other post-secondary institutions, accrediting bodies, internship host organizations, and professional agencies throughout Canada. Ensures all staff understand the elements of successful working partnerships, including third party reporting requirements.
   - Liaises with other Deans, or other colleagues in similar positions at other institutions to develop/maintain productive working relationships.
   - Collaborates and supports divisional leaders on the institution's need for new transfer agreements, implementation of existing articulation agreement(s), and currency of

program documents transferability through the Alberta Council on Admission and Transferability or other provincial regulatory bodies.
- Works closely with the Dean, School of, Education, Science and Business to ensure programming sufficiently prepares learners to be successful in the School's post-secondary programs.

2. **Oversees academic program development, evaluation, & feedback for the School of Health & Human Services.**
   - Assigns responsibility for and provides oversight/guidance to any new program proposals developed from within the School.
   - Leads or oversees assessment, review, and evaluation of programs/curriculum within the School to ensure academic quality and makes the final decision on any resultant actions to be taken in response to assessment outcomes.
   - Draws on a variety of assessment measures to carry out productive and practical evaluation of teaching methodology and practice used by instructors in the School.
   - Reviews consolidated student feedback data/trends to determine overall student satisfaction with programs, program delivery, and quality of instruction. Identifies opportunities for improvement and makes final decision on any resultant actions to be taken.
   - Identifies opportunities to share with staff and implement, as appropriate, tangible results of research.

3. **Maintains and shares academic expertise with others.**
   - Remains current in their own academic discipline and/or the fields of adult learning and post-secondary administration more broadly.
   - Participates in academic conference presentations, workshops, orientations, seminars, discussion groups, tutorials, and round tables.
   - Provides academic mentorship to those working within the School.
   - Encourages faculty in the School to be innovative in both curriculum development and methodologies of instructing and learning.
   - Nurtures a culture of on-going professional development within the School by encouraging the identification and pursuit of on-going development opportunities, including research projects.

4. **Provides input to and supports student services and student lifecycle processes.**
   - Collaborates across divisions to ensure the provision of student supports that meet the needs of those enrolled in the School.
   - Attends Convocation.
   - Leads the resolution of severe academic misconduct cases when the suspected infraction exceeds the authority of other faculty/staff within the School.
   - Leads and/or delegates the planning of faculty workloads, ensuring compliance to the Collective Agreement.

5. **Leads and supervises direct reports.**
   - Establishes the priority issues for action by others in the department.

- Ensures all those working in the department or other applicable stakeholders fully understand and follow all institutional policies that apply to them and comply with legislation.
- Encourages those working in the department to informally promote Aurora College' activities.
- Promotes workplace safety in all the department's activities. Ensures staff in the department perform regular safety inspections of equipment and work locations with timely resolution of safety issues.
- Fosters teamwork and supports the work of staff in the department. Attends, and may help coordinate, team-building functions outside the department.
- Organizes, plans, and leads regular department meetings.
- When applicable, actively seeks constructive input from staff on how to capture and build on the synergies of all three campuses & other regions.
- Develops, revises, and budgets a training plan to map out training requirements for all in the department, as well as developmental/beneficial training.
- Reviews and approves professional development plans for direct reports and monitors follow-up activities to maintain high standards of performance.
- Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy.
- Ensures all new direct reports are fully oriented to the institution, their positions, and where necessary, to their community.
- Ensures appropriate and consistent action is taken to discipline staff when necessary, using the progressive discipline model. Seeks assistance from the VP Academic & Provost and GNWT Department of Human Resources to enforce discipline and from the President's Office in the event of dismissal.
- Monitors employee performance on an on-going basis and completes annual performance reviews. Coaches and mentors staff as appropriate to improve performance.
- Encourages staff in the department to liaise with those in other departments, and campuses/regions, both virtually and in person.
- Ensures service assignments to staff in the department are appropriately shared.

6. Contributes to the effectiveness, safety, and reputation of the College.

- Develops mid-term (~1-2 years) plans for the School, ensuring alignment with Aurora College strategy/plans. Provides input and support to the VP Academic & Provost with creation of the divisional and Academic plans.
- Works in partnership with other senior leaders to implement recommendations from the Indigenous Knowledge Holders Council to strengthen and promote Indigenous ways of Reconciliation, Revitalization, and Reciprocity in the development of policies and operational decisions, which foster the success of Indigenous students and staff at Aurora College, and the overall success of the institution.
- Collaborates with other senior leaders to resolve any operational misalignment across departments.
- Participates in an appropriate share (as defined by the VP Academic & Provost) of institutional service assignments, such as leading/participating in committees, task forces, and ad hoc projects.
- Develops and monitors budgets and takes corrective action where required.

- Identifies risks as it relates to the unit, escalating to the VP Academic & Provost for mitigation when necessary.
- Provides input and pertinent information to others for new initiatives as required.
- Undertakes/leads special projects, with VP Academic & Provost approval.
- Maintains and supports relationships important to the unit and/or department by meeting regularly with stakeholders including, but not limited to, Indigenous organizations, regional and community leadership, federal and territorial government divisions, and partners in education, research, business, or industry.
- When asked by the VP Academic & Provost, may represent the institution or Academic division at meetings.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel by road (and winter roads) or by small aircraft to the three campuses, smaller communities, or to destinations outside of the NWT can occur at any time of year. When travelling to communities, the incumbent must be prepared to live and work in a variety of conditions for short periods.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of post-secondary systems, program planning, budgeting process and principles, economic and educational trends, college and client population, northern cultures and politics.
- Knowledge of adult education principles, theory, best practices and instructional strategies.
- Knowledge relating to theory and practice of pre-service academic and professional nursing, social work, and health related programs.
- Knowledge relating to theory and practice of instruction in nursing, social work, and health related programs.
- Knowledge of curriculum development in the fields of nursing, social work and health related programs.
- Knowledge of, and/or the ability to acquire knowledge of organization and structure of colleges; the relationships between the colleges and various partners in communities, both in the North and in post-secondary institutions throughout Canada.
- Verbal, listening and written skills to communicate with diverse, cross-cultural groups, chair meetings, make presentations, mediate, influence and persuade.

- Skilled in research methods, research project development and implementation, needs assessments and program evaluation and management.
- Skilled in strategic planning; short- and long-term planning; various evaluation procedures.
- Skilled in proposal development; project implementation and evaluation; report writing.
- Skills relating to leadership, motivational theory and effective practices; team building, relationship building with both staff and students; networking.
- Human resource management skills and the ability to mentor, evaluate and motivate staff.
- Computer skills including Microsoft Office, e-mail, Internet, and basic office equipment.
- Budget development and management skills.
- Ability to understand cross-cultural situations and the nature of isolated and northern communities.
- Ability to apply creative, critical and analytical approaches to program development, innovation and expansion; problem resolution; strategic planning; researching and organizing.
- Ability to adapt to, communicate and manage change with students and staff.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

- Completion of a graduate degree in Nursing or related professional health field to areas of instruction (e.g. Business, Education, Arts, Science)
- 5 years' experience as a health practitioner in Canada
- 7 years' experience in one or more post-secondary organizations that includes both: (1) an instructional role with program/curriculum development/research responsibilities, and (2) at least 3 years of relevant post-secondary leadership experience.
- Candidates must also clearly demonstrate 5 years work experience with Indigenous communities in northern and/or rural remote environments.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred

CERTIFICATION

Title: Dean, School of Health and Human Services

Position Number: 91-7008

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date *I certify that I have read and understand the responsibilities assigned to this position.*	Date *I certify that this job description is an accurate description of the responsibilities assigned to the position.*
Nora Houlahan 	August 7, 2026
Deputy Head/Delegate Signature	Date
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.