



TITLE: Senior Manager Academic Program Planning and Scheduling

DIVISION: Office of the Registrar

SALARY: Full Time Admin, Band 12, \$91,792 - \$122,390 per year

LOCATION: 500 MacPherson Avenue

STATUS: Full Time Admin

EFFECTIVE DATE: Immediately

Land Acknowledgement

George Brown College is located on the traditional territory of the Mississaugas of the Credit First Nation and other Indigenous peoples who have lived here over time. We are grateful to share this land as treaty people who learn, work, and live in the community with each other.

At George Brown College, we have established a reputation for equipping our students with the skills, industry experience and credentials to pursue the careers of their choice. As employees, we are committed to creating an enriching learning community for our students, delivering excellence in what we do, holding ourselves accountable for our work and demonstrating diversity and respect for one another.

What responsibilities will you have in this role?

Reporting to the Registrar and Executive Director Strategic Enrolment, the Senior Manager, Academic Program Planning & Scheduling provides leadership and direction to the ongoing Academic Program Planning & Scheduling needs by formulating strategy and developing annual plans. The incumbent develops, establishes, and implements processes, strategies and sets priorities for the department that are consistent with the College's academic and administrative strategic and operational priorities. The incumbent ensures the effective operation of the department by optimal planning and utilization of resources within the department in accordance with the College practices to provide optimal service and achieve maximum efficiencies.

The Senior Manager Academic Program Planning & Scheduling actively balances the needs of a wide range of College constituents to ensure that Academic functions, including lectures, labs, etc. and other academic obligations are scheduled in suitable venues to provide the appropriate student learning environment and maximize college resources. The Senior Manger strives for continuous improvement of business process integration points using sound change management techniques.

- Leads or participates in the decision-making process for strategic initiatives as they pertain to staff and student systems used in the R.O.

- Develops the yearly Business Plan for the areas of responsibility and aligns it with the larger RO Business Plan and College priorities and goals.
- Responsible for building trust relationships with the College Stakeholders, in particular with the Academic Departments as it relates to Academic Program Planning & Scheduling.
- Evaluates feasibility or practicality of ideas and options, assessing risks and trade-offs and making informed and timely decisions.
- Creates a high-performance culture through effective performance management and by modelling strong leadership.
- Strategically enhances working relationships across functional areas and identify areas for improvement in order to gain overall efficiencies.
- Responsible for the overall operation and performance of the systems, business processes and procedures used to generate and produce faculty and student timetables and the Standard Workload Forms for all full-time and partial load faculty.
- Works to create synergies amongst the two teams and improve efficiencies by analyzing all of the business processes and making appropriate changes to processes and job descriptions.
- Responsible for the integrity and effectiveness of the processes and systems within the department.
- Manages projects within the scope of the Academic Program Planning & Scheduling portfolio (as assigned by the Registrar and Executive Director Strategic Enrolment). This includes the submission of Change Requests and in conjunction with the Business Process Integration Team.
- Responsible for developing and maintaining documentation on all new projects and their resulting functionality within their portfolio.
- Oversees the development of test plans for the department including the development of opportunities to leverage technology and/or business process improvements in order to enhance operations.
- Manages testing of all modifications and enhancements for the department to ensure that they meet the College standards.
- Other related duties as assigned.

What qualifications do you need for this role?

- Four year degree from a recognized post-secondary institution in Education, Social Sciences or Business Administration or equivalent is required at the point of hire into this position. Other specializations such as Computer Science and information technology are preferable. Additional accreditation in Business Process Analysis would be an asset.
- A minimum, of seven (7) years' experience in a similar role, preferably in a multi-campus post-secondary education environment.
- Understanding of program curriculum set-up with complex requirements in compliance with Ministry guidelines and audit of enrolment reporting requirements. Experience with Banner is preferred.
- Ability to manipulate data electronically and provide technical assistance to others, communicate technical/complex information both verbally and in writing.
- Knowledge of Scheduling Software. Knowledge of and demonstrated experience in database analysis and business information systems.
- Experienced and knowledgeable in budgeting, policy development, customer service leadership, consultation/advisement, project management, conflict resolution and risk assessment.
- Strong analytical and problem-solving skills are essential.
- Tact, diplomacy, and the ability to work as a team member to achieve agreed upon objectives is important.
- Sound judgement and the ability to assess and evaluate information in order to make decisions without guidelines or precedent is required.
- Leadership and management experience with demonstrated success in leading/supervising/motivating and developing staff, preparing work plans, establishing meaningful priorities and leadership in high quality service delivery.

- Demonstrated negotiation skills.
- Demonstrated leadership in delivering excellent service to others as this is key in supporting the success of our students and our College.
- Effective ability to interact with others and deal with situations in ways that respect diverse backgrounds, experience, and styles.
- Flexibility in adapting to change and in participating in consultative decision-making processes.

TO APPLY:

- **If you are a George Brown College employee, click [here](#) to apply via our internal site.**
- **If you are an external candidate, go to www.georgebrown.ca and click on the “Employment at George Brown” link or click on the ‘apply’ button to the left of the posted job to apply.**

NOTES:

- **Please ensure your resume highlights all relevant education, training and experience that are applicable to the minimum qualifications for this role.**
- **The College requires proof of degrees, credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their international equivalents. Credentials may require validation at the time of interviews.**

Closing: Open until filled

George Brown College is committed to creating and sustaining an equitable and inclusive learning and working environment. We encourage and actively seek applications from Indigenous, Black, racialized people, visible minorities, 2SLGBTQIA+ persons, all genders, and persons with disabilities. George Brown College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources representative responsible for the recruitment for this position will work with applicants requesting accommodation at any stage of the hiring process. Candidates who require accommodation in the interview process may contact talentacquisition@georgebrown.ca and all information received will be addressed confidentially.

As a unionized workplace, we support our internal employees by providing first consideration to qualified applications as set out in the Collective Agreement.

For information on George Brown College, please visit our website at www.georgebrown.ca