



Education Policy Specialist

VP EDUCATION

Posting: A17-24

Closing Date: November 27, 2017

Position Type: Continuing

Workload: Full-time

Start Date: January 15, 2018

ORGANIZATIONAL OVERVIEW

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 18,000 learners each year, including over 1,100 Indigenous students and 1,100 International students. The College has an operating budget of over \$123 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

POSITION SUMMARY

Under the general leadership of the Director, Education Policy and Planning, the Education Policy Specialist works cross-divisionally and is responsible for matters related to the full suite of Camosun College's current and future education policies. At the college, education policies span both the educational and student experiences we deliver.

Our ideal candidate is passionate about adult learning and the transformative power that education can provide in the lives of individuals; is skilled in building effective and consultative relationships; sees the power and potential of educational policy to shape the quality of the student and educational experience we aspire to deliver; and values the role that colleges play in meeting the educational needs of learners, communities and the employers that our hire graduates.

- A related Master's degree in, for example, adult education, public administration, business administration, social sciences, or equivalent is preferred.
- A combination of education and at least 5 years' experience related to policy research and analysis, including, but not limited to, leading or coordinating policy or program review efforts, stakeholder engagement and preparation of confidential briefing materials.
- Relevant experience in a post-secondary environment is preferred.
- Experience in conceptualizing, researching, analyzing, investigating and reporting on a wide variety of issues.
- Experience applying community development principles and practices to the design and administration of stakeholder engagement.
- Experience in coordinating complex projects, including experience either leading or participating in multi-stakeholder initiatives. Preference may be given to applicants who have at least three years' experience in this area.
- Demonstrated experience and ability to prepare and draft a variety of communication materials for multiple audiences including plans, strategies, issue papers, policy or guidelines, reports and presentation materials.

A competitive salary range from \$69,504.00 to \$86,512.00, opportunities for professional development and an excellent benefit package are offered.

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

The full job description follows below.

JOB DESCRIPTION



Pay Band 7

69,504 - 86,512.00

Proposed Title: Education Policy Specialist

Approval Date: July, 2015

Department: Office of the Vice-President, Education

Supervises: TBD

Reports To: Director, Education Policy & Planning

Updated: October 2017

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JOB DESCRIPTION

Under the general leadership of the Director, Education Policy and Planning, the Education Policy Specialist works cross-divisionally and is responsible for matters related to the full suite of Camosun College's current and future education policies. At the college, *education policies* span both the educational and student experiences we deliver.

Working with key stakeholders across the college, the incumbent will lead and oversee activities related to the needs identification, development, implementation and review of education policies. This includes but is not limited to policy review and analysis, development of options and recommendations, development of draft policy statements and corresponding implementation plans. In supporting the subsequent effectiveness of approved policies, the incumbent is additionally responsible for liaising with and convening areas across the college responsible for policy administration and enforcement and initiating dialogue to ensure a

coordinated approach that supports identifying potential intersections with other college policies as well as the requirements needed to support effective policy implementation. In support of this, the incumbent will convene, engage and support Camosun's Education Council sub-committee on Educational Policy and Standards, will connect regularly with Department leads across the college, and will engage with leadership teams (Education Leadership, Student Experience Leadership) in support of identified policy development needs.

Drawing from identified needs, emergent opportunities and leading practices in policy and governance, and in alignment with Camosun's legislated requirements, and strategic and education plans, the Education Policy Specialist is responsible for leading and supporting the engagement, coordination and development of a made-in-Camosun Policy Framework. The Framework will ensure our compliance with legislated requirements, standardize our cross-college policy development practices, ensure delivery on college community expectations, and will help guide the college towards ensuring the alignment of policy with our collective strategic goals, values, principles and aspired practices.

REPORTING RELATIONSHIPS

This position reports to the Director, Education Policy and Planning and works seamlessly with colleagues and stakeholders across the Education and Student Experience divisions and engages colleagues across the college related to educational policy. This position has no formal direct reports; however, provides functional leadership to cross-college project and/or policy review teams.

ESSENTIAL JOB FUNCTIONS

- leads cross-college facilitation for the development of a Camosun policy framework
- leads the research, stakeholder engagement and collaborative development or renewal of education policy in alignment with the policy framework and in support of educational leadership and the college's Education Council and Board of Governors
- actively links policy review and development efforts with leading practices and theories in adult education and Camosun's (to-be-developed) policy framework
- provides functional leadership to cross-college policy review and development teams, including the identification and establishment of work deliverables, accountabilities, timelines and monitoring progress
- prepares and provides confidential advice and analysis to senior college leadership, including educational Deans and Directors, Vice-Presidents of Education and Student Experience, the college President, in support of educational policy development efforts
- works collaboratively with operational teams across the college to support the development of operational processes, standards and guidelines to support the fair, transparent, effective and consistent communication, application and enforcement of educational policy
- supports the identification of intersections between education and other college policies and convenes cross-college stakeholders to jointly address any issues and mitigate risks

- organizes, monitors and streamlines policy assessment and development processes to ensure ongoing consistency, equity and integrity of process.
- researches provincial, national and/or international educational program or policy issues impacting learners and the overall student experience, programs and/or educational services and provides background information, data analyses, evaluations and recommended options and considerations
- uses statistical and qualitative assessment methods to analyze data, trends and best practices from various sources
- analyzes and identifies social, economic, legal and political issues associated with education policy objectives and/or options, assesses competing and/or conflicting priorities, identifies risks, issues, and impacts for the College, and recommends educational policy alternatives that may be considered
- identifies data needs and sources relative to research and the development of policy, and establishes and maintains relationships with the education research community, including colleagues undertaking similar work in other BC and Canadian post-secondary institutions
- provides capacity to other strategic initiatives within the Education Division including identifying and undertaking review of best and emerging practices both in academic literature and at other post-secondary institutions provincially and nationally
- manages project components, and leads development of related project charters and documentation, policy proposals, concepts, business cases and/or cost-benefit analyses
- participates on cross-college committees –including convening and engaging the Education Council Sub-committee on Policy and Standards and leading the Camosun Student Policy Advisory – in support of the achievement of education policy or Education Plan goals and objectives
- connects regularly with Department and Divisional leads across the college, and will engage with leadership teams (Education Leadership, Student Experience Leadership) in support of identified policy development needs.
- prepares written and oral interpretations of complex information to a variety of audiences
- supports issues management by identifying emerging education policy issues of major significance and may be required to provide and/or recommend response(s) that reflect overall Camosun education policy goals and objectives

OTHER FUNCTIONS AND RESPONSIBILITIES

- Represents or acts for the Director, Education Policy & Planning, as required.
- Provides functional leadership and facilitates cross-college policy review and development teams and may provide guidance and advice to the Coordinator, Education Approvals on collaborative projects
- Performs other related duties, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current and leading theories and practices in adult teaching and learning and ability to contextualize these in the student experience.
- Knowledge of policy development, management, and revision practices applicable to a public post-secondary institution.
- Knowledge of the college's policies, procedures, departments and functions, and applicable provincial Acts and Regulations.
- Demonstrated ability to analyse and organize information obtained from a variety of sources for presentation to and consumption by diverse audiences and stakeholders.
- Demonstrated ability to exercise tact and diplomacy when representing the college (and the Office of the VP Education) and liaising with internal and external parties and stakeholders and advising on policy matters.
- Ability to establish and maintain effective working relationships with a diverse group of Deans, Chairs, Faculty, Support Staff, student body organizations, college committees, and the general public.
- Demonstrated ability to convene, align goals and commitments, and structure processes and work deliverables from diverse stakeholders across the college community where no formal reporting relationship exists
- Effective communication, research, and analytical skills.
- Ability to multi-task, prioritize and organize to meet deadlines, potentially developing, planning and undertaking multiple projects simultaneously.
- Ability to adapt to changing situations.
- Effective presentation and group facilitation skills, including strong listening skills.
- Administrative skills and proficiency with computers and office applications (MS Word, MS PowerPoint, MS Excel).

DESIRED QUALIFICATIONS

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- A combination of education and at least 5 years' experience related to policy research and analysis, including, but not limited to, leading or coordinating policy or program review efforts, stakeholder engagement and preparation of confidential briefing materials.

- Relevant experience in a post-secondary environment is preferred.
- Experience in conceptualizing, researching, analyzing, investigating and reporting on a wide variety of issues.
- Experience applying community development principles and practices to the design and administration of stakeholder engagement.
- Experience in coordinating complex projects, including experience either leading or participating in multi-stakeholder initiatives. Preference may be given to applicants who have at least three years' experience in this area.
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