

CHIEF OF STAFF

ABOUT NORTHWESTERN POLYTECHNIC

Northwestern Polytechnic (NWP) is Canada's newest polytechnic, building off the strengths of Grande Prairie Regional College. Located in the heart of one of Canada's most enterprising regions, NWP is aligning to meet the needs of its industries and communities across Northwestern Alberta and has been growing program offerings across its campuses in Fairview and Grande Prairie. NWP aspires to be the most entrepreneurial polytechnic in Canada.

In the past year, NWP has added to its wide variety of academic programs by offering its first two degrees. Going forward NWP will be home to the Centre of Entrepreneurial Education. The highly qualified faculty, affordable tuition, and generous scholarship and awards programs attract students from across Alberta, Canada and the world. Northwestern Polytechnic also helps meet the cultural, recreational, athletic, and conferencing needs by partnering with community and regional stakeholders.

Northwestern Polytechnic strongly encourages and supports applied research and innovative scholarly activities that complement and enhance teaching and learning in program areas and within industry sectors where its academic expertise enables such a contribution.

Learn more about Northwestern Polytechnic here: www.nwpolytech.ca

The Location City of Grande Prairie

Grande Prairie is located in Northwestern Alberta, in the heart of the Peace Region. It is the largest city North of Edmonton, Alberta's capital city. It is a thriving young city full of continuous growth and opportunity.

The population of Grande Prairie is 69,088 according to the 2018 census, with the greatest population being between the ages of 30 and 34. This population includes representation from more than 80 different cultural and ethnic groups! For more information visit: <https://cityofgp.com/>

The Opportunity

Reporting to the President & CEO with a 'dotted line' connection to the Board of Governors, the Chief of Staff is responsible for leading effective Governance practises, Legislative compliance, Communications and Marketing department and the coordination of the President's Office. The organization relies on the Chief of Staff to implement efforts that ensure appropriate executive services are provided to the Board of Governors and the Office of the President & CEO and that the Polytechnic's marketing and communications functions are of the highest calibre.

The Chief of Staff is integral to the Polytechnic's corporate leadership team and an invaluable resource to the Board of Governors. Combining governance, legislative, marketing, communications and policy acumen will define the Chief of Staff and constitute the responsibilities of this office within the Polytechnic organization.

The Person

Experience and Education

- Proven performer with at least five years of experience at progressively higher levels of responsibility in managing functions similar to those encompassed in this Division.
- An undergraduate degree in Business / Commerce, Public Administration, or Political Science. A graduate degree and/or a Board Governance Certificate are considered an asset.
- Knowledge of applicable legislation, current standards and policy as they relate to the operation of post-secondary education in Alberta.

Skills and Qualifications

- Exemplary interpersonal skills to effectively interact with the vast array of staff in the Division and throughout the Polytechnic, individuals and representatives within the Community, throughout the region in neighbouring municipal organizations, as well as provincial and federal government and First Nations / Metis representatives.
- Strong oral and written communication and conflict resolution/mediation skills, including the ability to communicate with honesty, sensitivity and diplomacy, maintain confidentiality and deal tactfully in an open and political environment; effective listener and collaborative leader.
- Successful track record in assessing needs, developing strategies and effectively addressing communications and government relations issues/requirements.
- Skilled in fostering and maintaining effective working relationships with diverse stakeholders within and outside the organization. Demonstrates appropriate confidence to earn credibility with Council while also earning the trust and confidence of associates at all organizational levels and throughout the Community.
- Proven ability to develop, execute and evaluate effective marketing and branding strategies.
- Ability to deal with confidential issues, including human resource issues, professionally and in accordance with Polytechnic policy.

Compensation

A highly competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

For Information, Please Contact:

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