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OPPORTUNITY PROFILE | EXECUTIVE DIRECTOR

ABOUT ALBERTA POST-SECONDARY APPLICATION SYSTEM (APAS)

In 2005, the Access to the Future Act was passed by the Alberta government, calling for a common application system for Alberta's publicly funded post-secondary institutions. Twenty-one universities, colleges, and technical institutes collaborated with Alberta Advanced Education and Technology (now Alberta Advanced Education) to develop ApplyAlberta (www.applyalberta.ca).

In July 2008, the Alberta Post-Secondary Application System (APAS) was incorporated under the Societies Act of Alberta. Membership was subsequently expanded to include the five Independent Academic Institutions in the province, bringing the number of participating institutions to 26. Today ApplyAlberta enables anyone anywhere to apply for programs at one or more of these member institutions.

The initial vision for the ApplyAlberta system was a one-window, web-based application system to Alberta's public post-secondary system to allow all potential students to apply to any of Alberta's post-secondary institutions through one 'portal'.

ApplyAlberta will provide an applicant-centered information and application process that engages prospective learners and assists them with access to higher education programs by:

- serving as a single point of access for post-secondary education for prospective learners inside and outside of the province of Alberta;
- simplifying the application process for learners by providing a common application system for post-secondary education in Alberta;
- streamlining business processes for institutions, thereby improving efficiency, helping to meet admission targets, and planning for capacity; and
- supporting the goals of the Campus Alberta system.

THE OPPORTUNITY

Reporting to the Board of Directors, the Executive Director is a strategic leader responsible for enabling the achievement of the APAS vision, mission and strategic objectives as guided by the organization's policies, and in accordance with the APAS Articles of Association.

KEY ROLES & RESPONSIBILITIES

Policy Management/Board Governance

- Foster an effective Board relationship by supporting the Board to fulfill their oversight, governance, and fiduciary responsibilities.
- Ensure all operations and activities of the organization are conducted in accordance with the values and intent of enabling laws, regulations, plans, policies, and sound business practices.
- Ensure that appropriate internal controls are in place (e.g., technology, processes, policies, procedures) to safeguard and optimize assets.
- Support the Board in developing a vision and strategic priorities to guide the organization.

- Support the Board and its Committees with timely and key information and access to management.
- Draft policies and operating plans that reflect Board directives, for Board approval.
- Identify issues and provide full and comprehensive information, analysis and sage advice to the Board.

Strategic Planning and Visioning

- Contribute to the development of a vision, mission, and values for the organization, working in cooperation with the Board of Directors.
- Facilitates and leads the evolution of the APAS Strategic Plan in collaboration with the Board including comprehensive stakeholder consultations.
- Develop operational plans with relevant metrics that support the direction of the organization.
- Creates an environment where performance measures and data analytics is used to make informed decisions.
- Foster a culture of continuous business and systems improvement incorporating stakeholder feedback and communication.
- Proactively identify industry best practices, workplace trends, and provide analysis to the Board to find opportunities for improvement or growth.
- Communicate in a timely manner with the Board on the progress, barriers, and required deviations from the strategic plans and operational initiatives.

Financial Management

- Administer the funds of the organization according to the approved budget and approve expenditures within the authority delegated by the Board.
- Ensure accurate and timely reporting to the Board on all finance-related issues such as budget, actuals, cash flow management, financial statements, and risks.
- Prepare and manage an annual \$2.5M operating and capital budgets for Board approval. Ensure the accuracy, integrity and appropriate disclosures for annual financial statements and work with the auditors as required.
- Create or update organizational financial policies and procedures as required.

Leadership, Team Building and Communication

- Oversee the planning, implementation, and evaluation of programs and services, special projects and initiatives.
- Determine the positions and staffing levels required to develop and maintain services.
- Set clear, result-orientated goals with realistic and measurable outcomes, and supports goal achievement.
- Coach and monitor performance and provide regular, appropriate and constructive feedback.
- Provide general supervision and management of the day-to-day affairs of the organization within the guidelines established by the Board, consistent with decisions requiring prior approval of the Board, and the Board's expectations of the Executive Director.

Stakeholder Relations

- Establish good working relationships with stakeholders at all levels of the member institutions, and with the provincial government and other organizations in support of the organization's goals.
- Communicate with stakeholders to keep them engaged in the ongoing operation of the ApplyAlberta system and informed regarding future changes.

THE PERSON

QUALIFICATIONS & EDUCATION REQUIREMENT

The ideal candidate is a seasoned senior leader who has experience working effectively with a board of directors. The successful leader will have proven strategic outcomes that are measurable and extensive experience with managing and supporting integrated computer application systems. Strong interpersonal skills are required to manage key stakeholder relationships with government and post-secondary institutions particularly when navigating competing interests. A related undergraduate and/or graduate degree is preferred. Experience working in a post-secondary environment or government is considered an asset. Additionally, the ideal candidate possesses the following qualities and competencies:

KNOWLEDGE, SKILLS & ATTRIBUTES

Visionary Leadership - Able to formulate and articulate a detailed vision that is supported by the Board. Can effectively communicate the vision and expectations to all levels within the organization, and internal and external stakeholders. Identifies and acts on immediate issues without losing sight of the long-term goals. An innovative and strategic thinker and planner who can translate goals into an action plan.

Change Management - Energetic and adaptable to new and changing situations; able to alter course/direction when necessary; enjoys and embraces new challenges. Able to lead through change.

Team Player/Teamwork - Demonstrated success leading a team. Talks openly, establishes expectations, holds self and others accountable, supports group decisions, shares credit, builds enthusiasm for goals, collaborates and resolves conflict.

Relationship Building - Ability to develop and maintain positive and productive relationships and partnerships with organizations and individuals both internal and external to the organization.

Impact and Influence - Ability to establish credibility, respect, and build strong working relationships with employees, and external stakeholders. Works in a collaborative and solutions-focused manner to achieve outcomes that align best with the needs of the organization.

Communication Skills - A solid, dynamic communicator with the ability to establish relationships; communicates appropriately with diverse audiences and stakeholder groups; understands and evaluates others' motivations and feelings; an attentive listener; empathic. Possesses strong written and verbal communication skills and presentation abilities.

Integrity & Trust - Honest, sincere, dependable, authentic, and trustworthy. High ethical standards and an honest, open-minded and consistent approach to working with staff and stakeholders. Demonstrates integrity in all aspects of work.

Business and Political Acumen - Possesses a keen business sense for financial, operational, and personnel matters. Develops new ideas and moves them forward. Utilizes all the resources available and involves other members of the team as necessary to get the job done. Creative and takes advantage of opportunities, while recognizing the necessity of working within limited resources.

Problem Solving & Judgment - Able to assess options and implications to identify problems and solutions. Can make decisions and provide direction on complex and emerging issues that may have political, community, or administrative implications.

COMPENSATION

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

TO APPLY

For more details or to further explore this strategic leadership opportunity, please contact:

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To apply, please submit a Cover Letter and Resume directly to edmonton@leadersinternational.com outlining your interest, qualifications and experience.