



POSITION DESCRIPTION

POSITION: Associate Vice-President, Indigenous Leadership, Innovation and Partnerships

DEPARTMENT: Student Services

DATE CREATED: 2021

DIVISION/FACULTY: Office of the Vice President, Students

DATE REVISED: April 2022

ORGANIZATIONAL STRUCTURE

This role reports to the Vice President, Students. Reporting directly to this position is the Manager of Indigenous Services for Students, the Communications and Events Coordinator and other support positions.

PRIMARY FUNCTION

The Associate Vice-President (AVP), Indigenous Leadership, Innovation and Partnerships is responsible for the overall Indigenous leadership, innovation, partnerships, and strategic planning at KPU. The AVP will provide leadership and support KPU's efforts towards truth and reconciliation, and provide senior advice and guidance on how KPU can work towards decolonizing and indigenizing the University's structure. The position works collaboratively across all campuses, with a variety of internal and external key parties to develop relationships and ensure effective education and service for Indigenous learners. The AVP plays a key role in keeping the University engaged with the external Indigenous communities and in promoting the importance of Indigeneity and reconciliation.

KEY RESPONSIBILITIES

1. Develops and advances University wide strategies for addressing the calls to action from the Truth and Reconciliation Commission (TRC), and United Nations Declaration on the Rights and Responsibilities of Indigenous People (UNDRIP).
2. Establishes connections to Indigenous communities to facilitate post-secondary and Indigenous partnerships.
3. Develops and maintains strong working relationships with senior leadership and provides strategic decision support on Indigenous initiatives. In collaboration with the Indigenous Advisory Committee (IAC) and Elder(s) at KPU, the AVP advises KPU community on Indigenous protocol and appropriate strategies for developing relations with Indigenous communities.

4. Provides advice from time to time to Deans or their designates on program matters.
5. Collaborates with departments across the University to promote and enhance research focused on Indigenous matters.
6. Chairs the Indigenous Advisory Committee (IAC) and other related meetings. Participates in other meetings and KPU committees as required.
7. Works to increase Indigenous funding support from external sources.
8. Represents KPU on special initiatives or task forces at the provincial, regional or national levels for initiatives directed at reconciliation and Indigenous education.
9. Develops effective working relationships with the Ministry of Advanced Education and Skills Training, as well as federal agencies and serves as the KPU Indigenous contact on behalf of the institution.
10. Builds effective relationships with a broad spectrum of internal and external partners, regionally, provincially, nationally and internationally.
11. In collaboration with the AVP, Student Affairs and others, oversees the services for Indigenous Services for Students.
12. Leads initiatives to incorporate and expand Indigenous knowledge and Indigenous paradigms into the classroom and the larger University.
13. Recommends and establishes Indigenous practices and initiatives. Provides advice and consultation to various interested parties and makes recommendations on research and policy development.
14. Works closely with the Elder(s) at KPU.
15. Ensures the departmental budget is planned, prepared and monitored in keeping with overall objectives, policies and procedures.
16. Supervises and provides leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
17. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Human Resources Services regarding collective agreement

interpretation, as appropriate. Provides input to management negotiating team for collective bargaining purposes, as needed.

18. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, including but not limited to educational seminars and training programs.
19. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

EDUCATION & EXPERIENCE

- Minimum of a Master's degree, preferably in Indigenous studies, Indigenous education or a related field.
- Minimum of 10 years of related leadership experience, preferably in a public sector environment.
- Preferred 5 years of related community and Indigenous outreach experience, preferably in a post-secondary or public sector environment.
- Or an equivalent combination of education and experience.

QUALIFICATIONS

- Strong preference given to candidates who identify as an individual with Indigenous heritage, inclusive of status and non-status First Nations, Métis, and Inuit.
- Relevant lived and professional experience rooted in local Indigenous communities, knowledges, and traditions is preferred.
- Experience in leading and implementing change, including developing new strategies, policies and procedures.
- Extensive managerial and collegial leadership with the ability to serve as a representative and advocate for institutional resources that support Indigenous learners.
- Demonstrated commitment to promoting and fostering student success.
- Demonstrated understanding and leadership in support of UNDRIP and the Truth and Reconciliation Commission (TRC) calls to action.
- Demonstrated experience with leading and implementing institutional change initiatives
- Ability to plan and manage at both the strategic and operational levels and successfully lead and manage change in a multi-union, complex environment.
- Knowledge of key partner organizations in this field.
- Understanding of the Canadian education system and academic policies and processes that contribute to a quality student experience.
- Experience in funding, grant and proposal writing.

- Demonstrated ability to present and converse with senior leaders within Indigenous communities and with senior stakeholders.
- Exceptional oral and written communication skills, including the ability to persuade and influence individuals and groups with diverse needs and interests.
- Knowledge of an Indigenous language would be an asset.
- Knowledge of budget planning, development and management.
- Intercampus travel is required; possession of a valid driver's license and access to a vehicle is preferred.