



POSITION DESCRIPTION

POSITION: Director, Student Wellness

DEPARTMENT: Student Affairs

JOB NUMBER:

DIVISION/FACULTY: Student Affairs

DATE REVISED: August 2022

ORGANIZATIONAL STRUCTURE

This position reports to the Associate Vice President, Student Affairs. Reporting directly to this position are the Manager, Sport and Recreation, and Manager, Student Health Promotion.

PRIMARY FUNCTION

The Director, Student Wellness is responsible for providing leadership and developing strategy for broad-based programs and services promoting student wellness, inclusion, and community. The Director monitors best practices in the post-secondary sector and is responsible for ensuring the performance and development of KPU's programs and services within this portfolio meet the highest standards. The Director ensures that programs and services operate in accordance with continuous quality improvement frameworks, human resource management best practices, KPU's financial and administrative protocols, and collective agreements. The Director is an institutional leader of healthy university initiatives focused on planning and strategy to enhance organizational capacity, raise awareness, and develop a proactive, preventative approach for student-facing campus health and wellness initiatives, including mental health. They work in collaboration with a leadership team that includes the Director, Counselling and Accessibility Services, the Director, Student Success, the Director, Student Rights and Responsibilities and others to ensure a coordinated approach to student wellness. As part of the Student Affairs Management Team (SAMT), the Director helps to develop and implement the strategic direction of the Student Affairs Division, and plays an active role in assessing KPU student wellness and associated needs to ensure continual enhancement of programming and service quality.

KEY RESPONSIBILITIES

1. Sets the strategic direction for the development and assessment of KPU's student wellness promotion strategies including proactive initiatives for mental health.
2. Provides leadership and direction for KPU's Sport and Recreation, Student Health Promotion, and Multi-Faith Centre departments and has overall responsibility for their services and programming.
3. Monitors best practices in the post-secondary sector with respect to student wellness and holistic health promotion. Ensures that wellness programming and strategy are aligned to

organizational vision, mission, and goals, in addition to external best practices, national and international standards.

4. Ensures that organizational risk and incident management systems are implemented across all services and programs within the portfolio.
5. Provides leadership to achieve vision and goals of wellness services and spaces that provide students with low-barrier, equitable access to wellness programming.
6. Fosters a strong, student-centred, customer service and continuous improvement orientation amongst faculty and staff.
7. Supports departmental service and program design and the implementation of quality improvement systems that target, wherever possible, externally-verified and validated measures of performance. Encourages cooperation and communication between programs and services wherever possible to support these processes.
8. Develops relationships with various internal and external partners such as students, the student association, academic faculties and other administrative units, government representatives, community organizations, health promoting organizations, faith and secular organizations, and other post-secondary institutions.
9. 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.
10. Attracts and retains staff by developing and implementing recruitment and selection strategies, overseeing employee orientation and training, and cultivating a stimulating and rewarding work environment.
11. Supports program managers in their staff management role, including ensuring that issues such as professional development, performance management, and succession planning are adequately addressed within each program and service.
12. Contributes to effective employee and labour relations by administering collective agreements, 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.
13. Investigates work and employee issues and, where necessary, initiates disciplinary action up to and including termination.
14. Ensures implementation of approved annual operational and longer-term development plans for each service and program that are consistent with KPU's overall strategic plan, externally verified trends, and standards for the specific service type.

15. Prepares, monitors and has responsibility for the effective management of departmental budgets in Sport and Recreation, Student Health Promotion and the Multi-Faith Centre.
16. Supports the Associate Vice President, Student Affairs in the alignment of departmental business practices with KPU's academic and strategic plans and with a goal of ensuring a strong and positive customer service culture. Participates as a member of the SAMT.
17. Represents programs and services on internal groups and committees.
18. Liaises with the external community such as professional associations, accrediting bodies, government ministries, agencies, and other post-secondary institutions.
19. Establishes a high personal standard of service and performance by actively participating in education seminars, training programs, and other duties as assigned.
20. 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

- Master's Degree in Health Promotion, Public Health, Health Administration or related discipline.
- A minimum of 5 years' experience at a management level in a health promotion role or an equivalent combination of education and experience; work experience in a Canadian public post-secondary institution is an asset.

QUALIFICATIONS

- Knowledge of the challenges, issues, and concerns experienced by both domestic and international post-secondary students of diverse backgrounds and experiences.
- Knowledge of approaches to wellness and health, including proactive mental health initiatives, in the post-secondary sector.
- Knowledge of resilience-based approaches to student wellness.
- Excellent knowledge of health promotion theory including commitments such as the Okanagan Charter and the Ottawa Charter for Health Promotion.
- Ability to synthesize and utilize research findings to promote best practice.
- Ability to communicate effectively, orally and in writing, with a broad range of stakeholders.
- Ability to be self-reflective in constructing egalitarian practices and collegial relationships.
- Excellent knowledge of wellness issues associated with the experiences of persons who are marginalized on the basis of gender, race/ethnicity, economic status, language, culture, age, disability, sexual orientation/identity, and/or gender identity.
- Excellent knowledge of wellness issues associated with the experiences of Indigenous people, and that contribute to reconciliation and decolonization.

- Ability and willingness to work flexibly and towards common goals within a leadership team structure.
- Knowledge of factors contributing to student well-being, success and engagement.
- Commitment to providing outstanding customer service.
- Knowledge of program development and evaluation methods.
- Demonstrated capacity for managing and prioritizing multiple projects and initiatives.
- Knowledge of budget planning, development and management.
- Knowledge of community healthcare systems and practices.
- Knowledge and experience with collective agreements and working within a unionized environment.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.