

## Development Officer – Skilled Trades

**Date of Posting:** February 20, 2018

**Closing Date:** March 9, 2018

### Overview:

Six Nations Polytechnic is seeking a highly motivated individual to fulfill the role of Development Officer. The ideal candidate will have knowledge or experience in developing skilled trades programming.

Under the direction of President/CEO or designate, the Development Officer has the responsibility for policy and program development in support of the Six Nations Polytechnic's strategic goals. The Development Officer is required to perform all duties consistent with the governance and operating policies of the institute.

Six Nations Polytechnic, an indigenous controlled institution located at Six Nations of the Grand River First Nations, has offered college and university programs through agreements with public colleges and universities since 1993.

Six Nations Polytechnic programs and courses of study promote individual and collective economic and social well-being with an emphasis on revitalizing Hodinohso:ni/Rotinonhshonni culture and languages.

### Responsibilities

The duties of this position will include, but are not limited to the following:

- assist with the development of skilled training programming
- engage in research to support the viability of trades training, certifications and program design
- stay abreast of funding opportunities for trades programming
- assist with proposal writing to secure funding for the development / delivery of skilled trades
- maintain or develop strong partnerships with applicable organizations and stakeholders
- ensure compliance with all relevant regulations
- Assist with marketing and recruitment of trades programming through participation in relevant alliances, meetings and events
- identify and monitor funding sources or incentives for potential learners, apprentices and employers
- work with subject matter experts (industry and instructional) to define standardized outcomes
- work with subject matter experts (industry and instructional) to ensure standardized tools and equipment are available to achieve outcomes

### QUALIFICATIONS

- a postsecondary degree or equivalent experience in education and training development
- experience developing standards of practice, programs or projects
- minimum of 3 years work related industry experience and/or experience with similar stakeholder groups
- demonstrated technical writing ability and successful proposal writing skills
- proven ability to build and maintain strong working relationships with organizations and individuals
- trade certification is considered an asset

### Minimum Qualifications:

#### **Education and Experience**

- Post-secondary degree in related discipline i.e. education, public policy, business administration or an administrative services field with experience in postsecondary education at the program management, business administration or administrative service **or** the equivalent combination of education and experience.
- Successful experience in program planning, development and evaluation.
- Experience working with within the public sector.
- Project experience from inception through to implementation with minimal direction while balancing political, community and other stakeholder interests, and resolving conflicts.

**Knowledge, Skills and Abilities:**

1. A general current knowledge of Hodinohso:ni history, culture, values, contemporary issues, community priorities and stakeholders.
2. Familiarity with postsecondary government legislation and policy.
3. Knowledge of Ontario's trades and apprenticeship system.
4. High degree of conceptual ability to analyze and synthesize multiple sources of data and information applied to the development of creative solutions to complex policy, program and operational matters.
5. High level of communication skills with a particular emphasis on excellent writing ability.
6. Flexibility in learning new program areas or approaches.
7. Sound interpersonal skills and good professional judgement
8. Ability to work under pressure to meet deadlines.
9. Ability to work both independently and in a team work setting demonstrating Hodinohs]:ni` values of Ga` nig)hi:yo:.
10. Ability to demonstrate working knowledge in operating a computer system with spreadsheet, word processing, database applications and Windows 2010 or later
11. Strong organization and planning skills
12. Skilled at communicating information in a way that creates understanding, captures interest and gains support

**Salary:**

- This full time position (37.5 hours/weekly) will be compensated to a maximum of \$70,000 dependent upon incumbent's combined qualifications and experience.

**Application Procedure:**

Applications will be accepted until the position is filled:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three(3) professional, community, and/or academic references.**

**Above application materials can be sent to the attention of**

Linda Parker, Director of Institutional Advancement, Six Nations Polytechnic-Brantford Campus  
via email: [Linda.Parker@snpolytechnic.com](mailto:Linda.Parker@snpolytechnic.com) Subject: DEVELOPMENT OFFICER – TRADES

**Or** in a sealed envelope mailed or hand delivered by 4 pm on closing date clearly marked "Development Officer-Trades" to:

Linda Parker  
Six Nations Polytechnic Inc.  
2160 Fourth Line Road,  
PO Box 700  
Ohsweken, Ontario NOA 1M0