

## **Manager, Institutional Research and Planning - AD-F-19-07**

<b>Requisition #</b>	AD-F-19-07
<b>Job Title</b>	Manager, Institutional Research and Planning
<b>Employee Group</b>	Administration
<b>Job Type</b>	Full-time
<b>Organizational Unit</b>	Confederation College -> Registrar's Department
<b>Location</b>	Thunder Bay Campus - Thunder Bay, ON CA (Primary)
<b>Position Reports to</b>	Registrar

In keeping with our strategic plan commitment to fostering Access and Success, Community Prosperity and Institutional Excellence, we encourage applications from persons of Indigenous ancestry. In accordance with Confederation College's core values of respect, caring and openness we are committed to providing our current and future employees with a workplace that is safe, healthy and fair. As such we are fragrance free, fully accessible and encourage applications from all qualified applicants. Applicants requiring accommodation during the interview process should contact Human Resources Services at (807) 475-6148 to make appropriate arrangements.

### **Job Description**

Reporting to the College Registrar, this position is responsible for developing, overseeing and optimizing performance measurement reporting, internal and external analytics, coordinating quality improvement planning, validation of the accreditation processes, and supporting enterprise risk management. The position will supervise the activities of quality assurance staff and is responsible to use the resources from these areas to develop survey instruments for the acquisition and analysis of student as well as current and proposed program information. Duties include but are not limited to:

- Develop and implement a college wide data acquisition strategy that the college can use to advance the data informed decision-making process;
- Identify trends, risks, decision drivers, opportunities and issues that can influence the college's strategic or academic plans;
- Provide labour market research, develop environmental and program scans that strategically inform the Registrar on program review matters;
- Design and implement quantitative and qualitative research tools to influence the optimization of quality program delivery;
- Utilize research data to develop recommendation reports, prepare presentations and papers for the Registrar;
- Lead efforts to acquire or restructure data across all institutional data to meet gaps in data quality;
- Manage multiple office/project ensuring that all internal and external reporting requirements and deadlines are met and outcomes are delivered on time and within budget;
- Manage the quality assurance and development of the Confederation Online inventory of courses in partnership with the Academic Schools;
- Solicit and evaluate pros and cons of various complex, College-wide strategies, anticipating the internal and external implications of decisions and make recommendations to the Registrar to present to Senior Team to ensure their success; and,
- Monitor emerging academic, economic, technological, political, cultural and demographic trends in order to predict and plan for short, medium and long-term change as well as opportunities to innovate and optimize College wide efforts in strategic / corporate planning and reporting, institutional effectiveness, performance and quality monitoring.

### **Job Requirements**

- Master's degree in Computer Sciences or Data Sciences with courses in strategic planning, performance measurement, qualitative/quantitative research methodology and policy analysis, or a related field together with:
  - Five years of progressive experience;
  - Demonstrated supervisory experience in an office environment, preferably data science environment;
  - Strong leadership, project management, strategic planning and conflict resolution skills;
- An equivalent combination of education and experience would be considered;
- Thorough understanding and ability to monitor and understand implications between complex, overlapping College operations including administrative and academic processes/timelines/systems;
- Strong report writing, presentation and public speaking skills;

Please visit our website at [www.confederationcollege.ca/hr](http://www.confederationcollege.ca/hr) to apply for this position.

<b>Salary Range</b>	Admin Salary Band 10: \$75,566 to \$94,458
<b>Shift Type</b>	8:30am - 4:30pm
<b>Other Shift Type (if applicable)</b>	
<b>Hours of Work</b>	N/A
<b>Contract Duration (if applicable)</b>	
<b>Category</b>	Managerial
<b>Application Deadline</b>	12/16/2019