

- Position Title:** College Director
- Department:** Pacific Horticulture College
- Reports To:** General Manager at the Horticulture Centre of the Pacific (HCP)
- Start Date:** July 2023
- Hours:** 3-4 days per week, with requirement to participate in events on occasional evenings and weekends. Schedule to be determined in collaboration with successful candidate.
- Rate of Pay:** \$40-45/hour depending on education and experience

About Horticulture Centre of the Pacific (HCP)

The Horticulture Centre of the Pacific (HCP) is a multi-dimensional not-for-profit society situated on 43 hectares in Saanich. The HCP is home to nine acres of demonstration gardens, a conservation area, a horticulture library, gift shop and plant sales, weddings and other events, and a wide range of youth, community, and professional education.

Established in 1987, the Pacific Horticulture College (PHC) offers full-time and part-time training opportunities in all four levels of the Landscape Horticulturist Apprenticeship. The PHC is designated by the Private Institutions Training Branch (PTIB) and is a SkilledTradesBC designated training provider. The mission of the PHC is to provide excellence in horticulture training, enabling students to maximize employment opportunities while encouraging environmental stewardship of green space.

Position Overview

Reporting to the General Manager, the College Director is an integral part of the leadership team at HCP, and is responsible for the overall management of PHC's education programs by promoting its mission and fostering an environment conducive to learning and growth. Providing leadership, strategic direction, and guidance to instructors, staff, and students, the College Director positively contributes to PHC's success by implementing programs that meet industry needs and revenue growth targets, and enhance the reputation of the College in the industry through its innovative educational offerings.

The primary responsibilities of the College Director include:

- Develop and implement strategic plans to achieve the institution's goals and objectives. This includes setting academic standards, promoting student success, enhancing the college's reputation, and fostering growth.
- Manage the college's budget, allocate resources efficiently, and ensure compliance with financial policies. Oversee administrative functions, including admissions, student records, and facilities management.

- Design and enhance programs, curriculum, and courses to meet the needs of students and industry demands. Foster innovation and continuous improvement in teaching and learning. Stay informed about higher education trends, best practices, and emerging technologies.
- Recruit, hire, and evaluate instructors and staff members. Provide professional development opportunities to support their growth. Foster a positive and inclusive work environment that promotes collaboration and excellence.
- Enhance student engagement to ensure a positive educational experience. Implement initiatives that promote student success, retention, and graduation. Address student concerns and maintain a safe learning environment.
- Cultivate relationships with external stakeholders, including government agencies, community organizations, alumni, and employers. Seek partnerships, sponsorships, and funding opportunities to support the College's mission and programs.
- Ensure compliance with accreditation standards and regulatory requirements. Lead the accreditation process and oversee institutional assessment and quality assurance efforts. Develop and implement institutional policies and procedures, ensuring compliance with provincial regulations.
- Engage in fundraising and development activities to secure financial support for scholarships, instructional resources, and other institutional priorities. Build relationships with donors and promote the College's mission and impact.
- Serve as the College's spokesperson and advocate, both internally and externally. Communicate effectively with stakeholders, including students, instructors, staff, alumni, and community members. Promote the college's achievements and contributions.

Position Requirements

Knowledge

- Knowledge of provincial accreditation requirements and processes for private colleges
- Knowledge of effective marketing strategies for attracting students
- Knowledge of horticulture principles
- Knowledge of financial management practices

Skills

- Strong verbal and written communication skills
- Exceptional interpersonal skills to work effectively and respectfully with a wide range of stakeholders
- Constructive and creative problem-solving skills
- Strong leadership and performance management skills
- Excellent organization and time management
- Strong attention to detail

Abilities

- Ability to lead and motivate College staff and instructors
- Ability to effectively build connections and support for PHC's educational programs with a full range of stakeholders
- Ability to think creatively in program development and delivery
- Ability to work effectively in a team environment with other HCP staff and departments.

Education

- Post-secondary degree, diploma, or certificate in adult education
- Horticulture education is an asset
- Business education is an asset

Experience

- 5+ years experience in post-secondary administration with at least three years recent experience in a supervisory, leadership, or management role
- Post-secondary instructional experience is an asset
- Experience using Moodle or a comparable Learning Management System is an asset
- Experience in a private college and/or trades education is an asset
- Horticulture experience is an asset

Application Information

Qualified applicants are encouraged to apply to director@hcp.ca with a resume and covering letter that demonstrates why you are the ideal candidate for this opportunity.

*Applications will be accepted until **June 15, 2023 at 4:30pm PST**. We thank all applicants who apply; however only those selected for further consideration will be contacted.*