

Deputy Director

CONTINUING EXCLUDED POSITIO COMMENCING ASAP
COMPETITION #23-17



DUTIES AND RESPONSIBILITIES

Holland College invites applications for the position of Deputy Director with the Atlantic Police Academy (APA) at Slemmon Park. The Deputy Director will:

- Provide leadership to staff and students and manage the day-to-day operations of core and in-service programs
- Assist with administrative and human resources functions at APA
- Monitor students' progress to identify and overcome potential barriers to students' success
- Ensure Holland College, ISO, and APA regulations are upheld by staff/students
- Monitor and review training programs to ensure relevancy with certifying bodies and ongoing liaison with industry
- Assist in the development and implementation of strategic and operational goals/objectives
- Monitor core budgets, identify annual modifications based on training needs, prepare capital expense budget for training/resource requirements
- Identify and monitor revenue generating opportunities in the public safety industry
- Assist with the design and implementation of new programming
- Liaise with prospective local, national, and international public safety clients/partners to develop new training markets
- Represent APA at various police, enforcement and public safety events
- Other duties as required

QUALIFICATIONS

- Post-secondary education in a related field combined with a minimum of five (5) years working experience in police, corrections, or public safety fields at a management level; or minimum of ten (10) years' experience in a leadership role in the police, security, corrections, or public safety fields may be considered
- Strong leadership and relationship-building skills
- Exceptional interpersonal and public relations skills (written/oral/electronic)
- Proven analytical, creative problem-solving capabilities and flexibility to effectively strategize and act on changing priorities when necessary
- Sound judgement in managing complex issues and relationships successfully
- Effective administrative, human resources, and operations management practices
- Ability to identify opportunities for growth in training opportunities and services
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Demonstrated results-oriented training experience would be an asset
- The successful candidate will be required to satisfy relevant and applicable qualifications under the PEI Police Act legislation prior to employment

WHY WORK FOR US?

Staff is recognized as being integral to the success of Holland College, our learners, and our community. We are dedicated to staff success, both personally and professionally.

HOW TO APPLY

Please submit your resume, cover letter, and three references by email, quoting the competition number **23-17**.

Human Resources

t: 902.629.4226

f: 902.566.9608

careers@hollandcollege.com

Only those selected for an interview will be contacted.

MORE DETAILS

SALARY: commensurate with experience and qualifications (\$45.10 to \$55.38 per hour.; 37.5 hours per week)

We offer a comprehensive benefit program.

DEADLINE:

Applications will be accepted until **March 26, 2023**.

Proof of credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their foreign equivalents will be required at the time of job offer.