



Ontario Primary Health Care Nurse Practitioner (PHCNP) Program

Provincial Manager, Distance Education and Information Technology (DE-IT)

The Ontario Primary Health Care Nurse Practitioner (PHCNP) Program is a nine-university consortium program which educates and prepares nurses for advanced practice as NPs in Primary Health Care, using a hybrid (online and onsite) learning environment in English and French to provide quality healthcare for Ontarians. The program is governed by a Board of Directors composed of the nine Deans and Directors of the participating Schools of Nursing (Lakehead, Laurentian, McMaster, Ottawa, Queen's, Toronto Metropolitan, Western, Windsor, and York). Please [click here](#) for further information regarding the Ontario PHCNP Program.

The Provincial Manager, provides leadership, coordination, and support for all aspects of the distance education system and services.

The Provincial Manager will work remotely from within Ontario and reports to the Provincial Program Director and is supported in their role by a part-time administrative assistant, a two-person Distance Education team based in the Ottawa area, and accounting, IT, human resource, and policy advice and services provided by Council of Ontario Universities (COU) based in Toronto.

We invite applications from qualified professionals with backgrounds in the public, private and not-for-profit sectors. We offer a competitive total compensation package and a close-knit and collaborative work environment. The hiring salary range for this position is \$96,358-\$114,344/year (remuneration commensurate to relevant skills and experience) plus a comprehensive benefits package [Career Opportunities - Council of Ontario Universities](#).

Responsibilities:

Provincial DE Office Management

- Directs human resource activities for the Distance Education/Information Technology (DE-IT) office staff; on-boarding, orientation and employee development
- Develops the DE-IT budget for the program and administers the approved budget; develops reports when required by the PHCNP Board of Directors
- Oversees and ensures smooth functioning of the current program infrastructure, connections, software supports and third-party contracts; collaborates with courses professors to ensure the curriculum is aligned in both languages; liaises with university-site IT personnel
- Provides regular updates to the Provincial Program Director regarding all matters affecting the DE-IT office operations, including staff, budget and projects

Strategic Planning

- Leads strategic plan development related to DE-IT tools and services
- Ensures alignment between the DE-IT office staff performance goals and objectives and the strategic plan
- Oversee the implementation of DE strategic plan projects and provides updates to the Provincial Program Director and applicable committees

Quality Improvement

- Engages with the end user community of the PHCNP Program (students, faculty, preceptors, clinical coordinators, and site coordinators) through regular provincial committee meetings and one to one consultation
- Works with DE-IT team to ensure understanding of the teaching and learning needs of end users in the development of new processes and applications, and to prepare technical and functional specifications for any new developments or solutions

Education:

Master's degree in Computer Science or recognized equivalent

Experience and Skills:

- Fully bilingual – French and English (written and spoken)
- At least 10 years' experience using eLearning technologies such as a Learning Management System, virtual classrooms, website management, collaboration platforms, and eLearning tools and methods
- At least 10 years of information management and technology
- Experience managing a team, working with vendors and vendor contracts, working within a budget, managing projects
- Experience working in a higher education environment is an asset
- Excellent team building skills and experience in mentoring staff
- Superior problem-solving abilities to address issues as they arise
- Strong communication and interpersonal skills, including excellent presentation, coaching, and conflict management skills

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position and a statement describing what Equity, Diversity and Inclusion means to you, to gsemb@np-education.ca by **5 p.m. on September 15, 2024**.

COU is an Equity-Focused and Equal Opportunity employer, committed to equity, diversity and inclusion (EDI) as part of its core values. EDI is a vital component of COU's strategic priority to achieve organizational excellence. COU will foster a culture of equity, diversity and inclusion by enhancing and developing programs, policies, and training that supports and educates our employees. We recognize and appreciate the transformative power of diversity in the workplace. We encourage applications from individuals who identify as members of equity-deserving communities.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform us of your requirements.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Acknowledgement of Traditional Land

The sacred land on which the Council of Ontario Universities (COU) operates has been a site of human activity for more than 10,000 years. This land is the territory of the Huron-Wendat and Petun First

Nations, the Seneca, and most recently, the Mississauga of the Credit River. The territory was the subject of the Dish With One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Ojibwe allied nations to peaceably share and care for the resources around the Great Lakes.

Today, the meeting place of Toronto is still the home to many indigenous people from across Turtle Island and we are grateful to have the opportunity to work in the community, on this territory.

This statement was developed by the Elders Circle (Council of Aboriginal Initiatives).