

New

Ministry

Advanced Education

Describe: Basic Job Details

Position

Position ID

[REDACTED]

Position Name (200 character maximum)

Director, Private Career Colleges

Requested Class

Senior Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

[REDACTED]

Cost Centre

[REDACTED]

Program Code: (enter if required)

[REDACTED]

Employee

Employee Name (or Vacant)

[REDACTED]

Organizational Structure

Division, Branch/Unit

PCCSA, PCCCB

☐ Current organizational chart attached?

Supervisor's Position ID

[REDACTED]

Supervisor's Position Name (30 characters)

ED, PCC and Compliance Branch

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Private Vocational Training unit is responsible for the regulation of career training programs offered by private institutions in Alberta in accordance with the Private Vocational Training Act and Regulation. This responsibility includes ensuring programs licensed in Alberta comply with requirements set out the Act and Regulation and ensuring that licensees and operators are aware of licensing and compliance requirements. This regulatory framework supports an accessible, accountable, and effective career training sector that helps students obtain the skills and knowledge required for successful employment.

The Director, Private Career Colleges oversees licensing and compliance teams to ensure the fair and effective administration of the program. This includes the collection of fees, maintenance of licensee security requirements, reporting collection and analysis, application adjudication, student complaint investigation, compliance and risk monitoring, and the inspection program. The Director maintains positive working relationships with senior and executive stakeholders including private career college owner/operators, other branches and divisions within Advanced Education, other Ministries within government and industry groups such as Alberta Association of Career Colleges (AACC).

The Director leads the unit to achieve service delivery and compliance oversight results in an effective and productive manner and fosters a collaborative, agile and innovative culture. The Director provides recommendations to the statutory director under the Private Vocational Training Act and informs decision-making by executive leadership and government officials.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

PCC Licensing

- Approves and maintains procedures that ensure all decisions with respect to the licence application process adhere to the requirements of the PVT Act and Regulation and the principles of administrative fairness.
- Attends to any authorities delegated by the statutory director under the Act (Director Private Vocational Training), for example, to issue or refuse to issue a licence.
- Oversees the development and delivery of stakeholder education regarding vocational training and the license system in Alberta (website, information bulletins, annual general meetings, presentations).
- Collect and manage financial securities for all institutions with licensed programs, with a value in excess of \$90,000,000.
- Oversees reporting and fee payment requirements and procedures for licensees.
- Addresses concerns with licensees when escalated and manages issues as they arise.
- Presents licensing decisions to the statutory director for approval, as required.
- Oversees digital tools, system development, and data and records management, identifies issues and addresses concerns as they arise.
- Provides briefings to the ministry's executive team regarding licensing activity.

PCC Compliance

- Approves and maintains procedures that ensure all decisions with respect to compliance oversight and actions adhere to the requirements of the PVT Act and Regulation and the principles of administrative fairness.
- Oversees the resolution of complex cases (e.g., abrupt closures, substantive non-compliance issues) to ensure legal requirements are met, public communications are managed, and the interests of students are protected.
- Oversees the collection and preparation of documents for court and coordinates with legal counsel, as required.
- Provides briefings to the ministry's executive team regarding compliance activity.
- Presents compliance decisions for approval to the statutory director (e.g., orders of the director, stop orders, conditions, suspensions, cancellations).
- Attends to any authorities delegated by the statutory director under the Act (e.g., orders of the director, stop orders, conditions, suspensions, cancellations).

Consumer Awareness

- Work with community stakeholders to identify and lead strategies to ensure that students are informed and educated about opportunities in the private career training system and aware of their rights and responsibilities.
- Identify and lead strategies to ensure that the public, regulatory bodies, branches and departments are aware of the private career training system and the role it plays in support of Alberta's post-secondary system.
- Oversee the maintenance and improvement of the online Registry and website, ensuring students have current information to inform decision-making.

Strategic Review of Private Vocational Training

- Lead the implementation of substantive changes to the Private Vocational Training Act and Regulation.
- Liaise with regulators in other provinces and direct research / j-scanning to shape the direction of the PCC system in Alberta.
- Participate in ministry and cross-ministry committees regarding post-secondary education, funding, skills development and other related initiatives to ensure a level of consistency between the policies and

regulations with respect to private institutions offering licensed career training and other ministry program requirements.

- Develop recommendations for changes to legislation and regulations to ensure that the regulatory requirements are understandable, up-to-date, and relevant to the current environment for private institutions offering career training.

Achieve Business Goals

- Develop and implement operational plans in alignment with department plans and ministry priorities.
- Ensure alignment with ministry and GoA frameworks in all unit activities.
- Manage branch human resources (i.e., recruitment of team members; development of performance agreements and learning plans; performance management; ongoing allocation and management of workload) in alignment with ministry and GoA priorities within a positive team environment.
- Account for unit financial reconciliation and human resources.

Lead People

- Coach and mentor unit staff, fostering a collaborative culture that is nimble and embraces innovation.
- Demonstrate and model core values: integrity, accountability, excellence and respect.
- Facilitate and encourage staff development, creating opportunities for growth.

Support Branch and Division Leadership

- Direct development of ministerial and executive leadership briefings, background documents, and correspondence in an accurate and timely manner and in compliance with ministry standards; reviewing and approving documents (e.g., Action Requests, Briefing Notes) prior to submission to the Executive Director's Office.
- Provide advice and recommendations to the Executive Director and executive leadership to inform decision-making and communication.
- Synthesize and report on plans and results achieved by the unit operations to inform branch and division planning and reporting.
- Work collaboratively with branch, division, and department staff to ensure coordination and integration of functions and delivery of services.
- Partner with other units and branches to foster collaboration, innovation, and efficiencies in continuous improvement of division and department priorities.
- Serve as acting Executive Director as needed.

Problem Solving

Typical problems solved:

The Director:

- Recommends licensing decisions regarding private vocational training programs (issue or refuse to issue).
- Recommends compliance decisions regarding private vocational training programs (e.g. stop orders, orders of the director, conditions, suspensions, cancellations).
- Resolves student complaints lodged against institutions and recommend a tuition refund or other corrective measures.
- Develops strategies and creates plans for addressing emerging issues or mitigating new risks in the PCC sector.
- Addresses issues with the IT systems and data collected, and proposes changes to improve or to ensure alignment with changing policies, procedures and user needs.

Any of these actions have a significant impact on the institution as a private business and on the students who have paid for training. The Director needs to exercise judgment and negotiation skills to arrive at solutions for struggling institutions that will be fair to both the student and the owner. The Director integrates information from multiple sources and must consider the implications of action on the institution, students, and the reputation and integrity of the PCC system. Precedents are not always available, requiring the Director to innovate or create viable solutions.

Types of guidance available for problem solving:

Guidance is primarily provided in the Private Vocational Training Act, Private Vocational Training

Regulation and through legal counsel; other sources of guidance include broad direction from the Executive Director, research from other regulatory bodies and jurisdictions, branch staff, and business and operational plans. Executive leaders rely on the Director to demonstrate confidence in the validity, accuracy, and rigour of the evidence that supports advice and recommendations to build a path forward when problems arise.

Direct or indirect impacts of decisions:

Externally, the work of this position impacts:

- administration and implementation of PVT legislation and the Director provided critical recommendations to support decisions on the issuance, refusal, suspension or cancellation of licences for career training programs, implementation of compliance assurance strategies and ordering measures to resolve non-compliance issues and must also ensure appropriate restitution or other corrective measures are taken with respect to non-compliance matters.
- the accountability and integrity of the PCC system in Alberta in alignment with relevant legislation. This includes a measure of protection to students and institutions through legislation that assures the provision of industry aligned, quality training
- economic impacts addressing labour needs in Alberta as students are provided with education that will lead to training-related employment.
- integration of PCCs within the broader post-secondary system in Alberta.

Internally, the work of this position impacts:

- division strategies and plans for integration and service delivery with other programs and units.
- operational direction and results achieved by the unit through sound leadership.
- clear branch operational plans and leadership to achieve goals within a positive and productive culture as part of the branch leadership team.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Executive Director - Provide recommendations regarding licensing and compliance actions; provide advice on or respond to issues; provide updates; raise awareness to strategic opportunities and threats of significance to engage executive ministry attention (e.g., changes to program or portfolio risk); support the ED's work on broader branch initiatives that connect to the unit.
- Unit staff - Lead unit planning and operations; provide direction and coaching to support operations and professional development; foster collaboration, knowledge exchange; work with staff to resolve complex issues and support adaptation through transformation and change.
- Branch/Division Leadership Team - Engage on strategic initiatives; collaborate to integrate the unit plans and results to a branch and division level; provide unit perspectives on branch and division initiatives.
- Directors (other divisions or in other ministries) - Exchange information and share expertise and resources; represent the PPC perspectives and priorities to influence functions directly connected to the unit; liaise, consult, and negotiate where changes to PPC programs and services intersect or connect with those in other divisions or other ministries (e.g., information related to bankruptcies, major compliance issues and complex institution sales to guide action).
- Offices of the Assistant Deputy Minister, Deputy Minister, and the Minister - Respond to queries related to branch functions; provide briefings (verbal / written); advice and coordination of specific stakeholder engagements and related information.
- Corporate Services representatives (e.g., Human Resources, Financial Services, Legislative Services, Communications) - Obtain advice and liaise as needed to support unit operations; liaise on legislative changes.
- Business areas of other Ministries, such as Employment Standards and the Consumer Protection Unit.

External

- Program Stakeholders - ensure effective outreach/ communication strategies to provide current information about responsibilities and requirements of PPC training and related licensing and compliance.
- Operators/owners of private career colleges - Communicate key policies/procedures as well as

substantive non-compliance matters; consult regarding changes to program direction, policies, and legislation.

- Regulators and professional bodies / authorities in Alberta to ensure continuity of licensing practices and licenses for regulated professions (e.g., health care aide, commercial pilot).
- Provincial regulators in other jurisdictions - share best practices and information on common licensing and compliance issues.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Related field such as Arts, Business,Public Administration etc.

Job-specific experience, technical competencies, certification and/or training:

Education and Experience

- Related experience or education may be considered as an equivalency on an individual basis; a minimum of six years of experience including several years of experience in a supervisory or management role.
- Experience working with the principles of administrative justice.

Technical Competencies, certification and/or training

- Strong understanding of the powers and administrative functions under a licensing regulatory framework.
- Working knowledge of the post-secondary sector (public and private) in Alberta and across Canada.
- Familiarity with the province's student financial assistance program.
- Understanding of the relevant legislation and the authority of the Director, and the ability to implement the diverse practices required of the role by legislation.
- Understanding of the environment in which private businesses operate licensed career training programs and how private career training fits into the post-secondary education system.
- Strong human relations and problem-solving skills to balance the consumer protection needs of students and the business needs of private institutions.
- Strong interpersonal, negotiation, and relationship building skills are required to liaise with program providers, and relay difficult decisions regarding licensed programs.
- Ability to manage conflict and work under pressure.
- Strong oral and written communication skills to communicate with a wide variety of audiences.
- Strategic and project, and operational planning skills and experience.
- Holistic and system-level thinking to plan and lead provincial modernization efforts.
- Financial management acumen.
- Political acumen and sensitivity to read and navigate sensitive situations.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> Plans for how current situation is affected by broader trends Integrates issues, political environment and risks when considering possible actions Supports organization vision and goals through 	Seeks improvements in both program operations that are aligned to legislation and department priorities and to consider PCC priorities and directions, while also responding to more immediate program and client needs.

		strategy • Addresses behaviours that challenge progress	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	Directs resolution of licensing and compliance issues; works across the branch and department to consolidate resources and efforts related to unit business; proactively engages stakeholders to resolve issues to mitigate their escalation; builds an environment that encourages innovation within the unit, so the department becomes more nimble and adaptive.
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices	Maintains operational business plans that align with broader department and government priorities to focus the branch efforts on key goals; fosters cultural shift across the department toward innovation, collaboration, efficiency, and responsiveness to system changes.
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	Seeks and leverages internal and external relationships to ensure the perspectives and needs are reflected to influence increased PCC accountability and program integrity.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: • Involves stakeholders and shares resources • Positively resolves	Seeks and builds networks for effective collaboration and utilization of resources across the department; works to integrate and

		conflict through coaching and facilitated discussion <ul style="list-style-type: none">• Uses enthusiasm to motivate and guide others• Acknowledges and works with diverse perspectives for achieving outcomes	amalgamate program operations and business processes where possible.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

M420-19 Director, Building and Fire Standards, Municipal Affairs & Housing

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature