



**General Manager**  
**Competition HD201701**  
**12 month term**  
**Moncton, NB or Dartmouth, NS**

*Medavie HealthEd, a wholly owned subsidiary of Medavie Health Services. It is responsible to deliver a broad range of high quality and professional health education programs. Medavie HealthEd is a provider of high quality, Canadian Medical Association (CMA) accredited Paramedicine training programs in both New Brunswick and Nova Scotia.*

*Medavie HealthEd is committed to the delivery of innovative clinical education programs, health care, safety and communications solutions through knowledgeable and caring professionals. Our belief is in a better life for the communities we serve.*

The General Manager is responsible for the day to day quality assurance in the delivery of the Paramedicine and other educational programs at Medavie HealthEd. The General Manager is responsible for the general administration, accreditation, communication and development activities supporting clinical educational quality at Medavie HealthEd. In addition, he/she is responsible for the direction, management and coordination of Quality Assurance and Continuous Quality Improvement programs. The General Manager is also responsible for developing and implementing support tools to ensure quality in the student experience.

### **Major Responsibilities**

- Provide direction and support to all administrative and instructional staff regarding operational aspects.
- Establish and evaluate yearly performance objects for staff;
- Assure efficient management and delivery of the Programs;
- Manage all facilities, including leases
- Manage clinical and practicum placement contracts
- Maintain appropriate records and statistics (Applicants, Enrollment, Graduates, Post-Graduation) regarding the Programs;
- Ensure compliance; developing and submitting materials to support CMA accreditation and ensure compliance with their accreditation standards and other accrediting bodies as needed;
- Ensure program(s) are appropriately registered and maintain compliance with relevant provincial legislation;
- Meet students' needs appropriately through assessment, guidance and matching with available resources;
- Review curricula on an ongoing basis and coordinate feedback from stakeholders;
- Respond to & develop new opportunities in the government and civilian training sectors;
- Lead the overall accreditation process;
- Establish QA tools for new training programs on an as needed basis;
- Monitor expenditures, on a monthly basis, and ensure proper use of funds within the budgets guidelines and recommend action when necessary to meet financial targets, via the use of Reqllogic and coding all invoices
- Develop and manage an operating and capital budget;

- Manage processes associated with Federal, Provincial, Private Banking, other governmental and other agencies that provide student funding.
- Liaise with IT staff regarding IT infrastructure, access to various systems and equipment requirements.
- Complete and submit staff payroll sheets pursuant to Payroll guidelines and monitor for budget purposes;
- Plan and direct the marketing of the Programs; this includes the use of social media
- Serve on committees as required for course oversight/administration;
- Act as the primary contact for our key stakeholders at the program level.

### **Qualifications and Skills Required**

- Possess a post-secondary education, preferably in the Health Sciences field with a minimum of 5 years' progressive leadership experience (or an equivalent combination of education and experience) in EMS management or clinical education;
- Possess a diploma in Adult Education (or equivalent) would be considered an asset;
- Possess an active paramedic license in good standing with your professional association would be considered an asset;
- Sound business judgment and ability to think strategically;
- Strong analytical, problem solving, time management and organizational skills;
- Excellent interpersonal, presentation, and written communication skills;
- Comfortable managing numerous priorities and have a flexible nature and collaborative style;
- Demonstrated leadership and knowledge of EMS operational/support functions;
- Experience in program and curriculum development and the accreditation process, are definite assets.

Bilingualism would be an asset for this position and travel will be required.

If you are interested in working with a dynamic team of professionals and possess the necessary qualifications, please send your cover letter and resume to [hr@smunbems.ca](mailto:hr@smunbems.ca).

Competition closes **April 30, 2017**.

You will receive an automatic e-mail confirmation upon successful receipt of your application. No phone calls please.

We would like to thank all candidates for expressing interest. Please note only those selected for interviews will be contacted.

**Medavie HealthEd is an equal opportunity employer.**