



# JOB POSTING

**Date:** July 15, 2020

**Competition:** #20-31

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL TIME TERM POSITION  
(One Year Leave of Absence from BC Corrections)**

**Position:** Custody Training and Development Officer (Adult Custody)  
**Division:** Corrections & Court Services Division  
**School:** School of Criminal Justice and Security  
**Reporting To:** Program Director, Adult Custody

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator – a public post-secondary educational institution that has earned a worldwide reputation for excellence and innovation. JIBC educational programs and services are delivered to government agencies, community organizations, private corporations and the general public in communities throughout the province and around the world. Each year, the JIBC's distinctive educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

**Summary:**

JIBC's Adult Custody Division is looking for a dynamic person within BC Corrections to fill a critical role in the area of training. The Custody Training and Development Officer (CTDO) plays an important role in the planning and coordination of training for staff who are employed with the Adult Custody Division, B.C. Corrections. As well, the CTDO is responsible for administering and managing the Custody Division's staff training budget related to travel, service provider contracts and training backfill. This provincially focused position liaises with various supervisory and management staff concerning the planning, coordination and budgeting of site specific and other specialized training needs of each of the provincial correctional centres. This position also oversees the provincial government ELM system for custody staff. This position serves as a resource to various field, Headquarters and Corrections Academy staff concerning development and training issues and initiatives.

The CTDO liaises with various Wardens and Directors of Business Finance, at the 10 correctional centres, in the coordination and planning of various training initiatives. This position oversees and manages the provincial government Enterprise Learning Management (ELM) system for custody staff training records for consistency and accuracy. The position serves as a resource to various field, Headquarters and the Corrections Academy staff concerning development and training issues and initiatives.

The CTDO sets goals and training objectives through a consultative process with managers in the Custody Division, Headquarters and the Strategic Training Committee. They also ensure that staff development and training initiatives meet Branch requirements and standards. The CTDO is responsible for monitoring for content consistency of specialized and onsite training and to provide ongoing support to centre training personnel. Additionally the CTDO is responsible for planning, implementation, monitoring and evaluation of the Adult Custody Training Plan.

The CTDO is responsible for managing the division's training recovery system, approving and confirming training and overseeing the recovery of the Journal Vouchers/ADI's. This position monitors expenditures and reports budget forecasts, as well as prepares and manages contracts and invoices related to training.

This position is a member of several committees: Staff Training Committee, Strategic Training Committee, and Custody Training Review Board.

### **Primary Responsibilities:**

#### **Planning & Coordinating**

- Developing and prioritizing the Adult Custody Division's Training Plan for each correctional centre;
- Assists correctional centres with their specific staff development and training needs;
- Coordinates and provides support to each centre in the planning, budgeting and delivery of training initiatives;
- Monitors ELM training database entries to ensure consistency and that new course codes meet ministry requirements;
- Assists with planning and organizing training workshops / conferences based on the Adult Custody Division's needs.

#### **Budgeting and Administration**

- In consultation with the Adult Custody centres, Headquarters and the Program Director at the JI, oversees the annual training budget related to travel, tuition subsidy and training backfill for each correctional centre;
- Manages and coordinates the training budget for the Adult Custody Division;
- Monitors and tracks expenditures related to the assigned budget and prepares monthly and yearly budget status reports;
- Verifies all instructional contracts and expense sheets; works with program assistants to ensure invoices are processed in a timely manner;
- Oversees the training recovery system and the processing of Journal Vouchers by coordinating processes with each correctional centre;
- Ensures Training & Development forms and other course enrollment and tracking processes are followed and maintained;
- Liaises with field staff (e.g. Wardens, Assistant Deputy Wardens – Staffing, Director of Business Finance, and Instructors).

#### **Research / Analysis / Recommendations**

- Researches, provides information and considers options related to staff development and on-site training requests by the correctional centres;
- Compiles and analyzes training needs of the Adult Custody Division;
- Compiles, analyzes and prepares various statistical and evaluation reports to management and other groups;
- Conducts detailed training needs analyses on identified training topics and makes recommendations as required;
- Makes recommendations on Adult Custody Division's training budget, staff development policies and procedures as required;
- Monitors currency and relevance of training and recommends changes based on course or program evaluations.

#### **Other**

- Participates in various working groups or committees;
- Prepare course evaluations and statistical data.

## Qualifications & Requirements:

### Education and Training

- Experience in adult correctional environment or several years of related experience or equivalent combination of education, training and experience;
- Related university degree or diploma preferred;
- Strong leadership competencies;
- Supervisory experience preferred.

### Knowledge, Skills and Experience

- Highly respected by peers as a credible staff member who can function in a leadership capacity and serve as a leader in planning, monitoring and evaluating training;
- Ability to manage many responsibilities and tasks simultaneously;
- Ability to evaluate written work or plans submitted by centres and provide effective feedback where and when required;
- Demonstrates a high level of organizational and project management skills;
- Ability to take initiative and meet deadlines;
- Ability to lead groups in a dynamic manner; ability to perceive and deal with group dynamics appropriately and professionally;
- Ability to be very organized and flexible as the situation arises;
- Ability to provide feedback in a respectful, tactful, and constructive manner;
- Comprehensive knowledge of B.C. Corrections Branch (Adult Custody) policies, procedures and standards;
- A high comfort level with computers with a high degree of proficiency with the full suite of MS Office products;
- Excellent interpersonal, written and oral communication skills.

### Additional Information:

- Position is limited to one year and will be reviewed at the end of the term;
- Some travel is required;
- Relocation expenses are not provided.

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<b>Salary Range:</b>	<b>\$83,428.74 to \$92,698.61 annually (Fair Comparison Job Level L3)</b>
<b>Posting Date:</b>	<b>July 15, 2020</b>
<b>Closing Date:</b>	<b>July 28, 2020</b>
<b>Start Date:</b>	<b>A.S.A.P.</b>

Please submit a resume and covering letter quoting Competition #20-31 via email to [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact Al Wong, Program Director at [awong@jibc.ca](mailto:awong@jibc.ca)

*Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.*