

# JOB POSTING

**Date:** June 3, 2022

**Competition:** #22-38A

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING  
FULL-TIME TERM POSITION (8 MONTH TERM)**

<b>Position:</b>	<b>Instructional Designer, Professional Programs</b>
<b>School:</b>	<b>Fire &amp; Safety Division</b>
<b>Location:</b>	<b>New Westminster Campus and Maple Ridge Campus</b>
<b>Reporting To:</b>	<b>Program Director, Academic &amp; Accreditation, Fire &amp; Safety Division</b>

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**Justice Institute of British Columbia:**

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

**Position Summary:**

The Instructional Designer is responsible for the development and revision of curriculum for the Fire & Safety Division. The incumbent works collaboratively and with the support of divisional staff, subject matter experts, clients, and others within the JIBC to design and develop courses for face-to-face delivery, blended, and online delivery using a range of applied learning strategies and technologies, including simulations. The Instructional Designer ensures that courses meet the academic standards required by the JIBC and industry standards such as National Fire Protection Association (NFPA) Standards and BC Fire Service Minimum Training Standard.

**Primary Responsibilities:**

**Curriculum Design and Development:**

- Designs courses and teaching materials across all areas of fire and safety for face-to-face, blended, and online delivery in accordance with Fire & Safety Division curriculum development guidelines;
  - Collaborates with subject matter experts and program managers to identify student learning needs, intended program/course outcomes, and program/course delivery requirements and constraints;
  - Develops course outlines;
  - Develops course plans/blueprints detailing content and lesson specification;
  - Identifies media requirements and collaborates with the project team (e.g., subject matter experts, program managers, web specialists, simulation specialists) on their development;
  - Develops/writes curriculum content, learning resources, learning and teaching activities, lesson plans, and learning evaluation instruments;

- Research emerging issues to ensure curriculum and programs reflect current trends in emergency management;
- Manages projects/timelines and workloads to meet objectives and deliverables.

**Course Revisions:**

- Collaborates with program directors, program managers, and subject matter experts on course review and revision activities, in accordance with FSD course review guidelines;
- Edits course manuals and materials.

**Other related duties as assigned.**

**Qualifications:**

**Academic:**

- Related Master's degree preferred; may include but is not restricted to: Master's degrees in education, curriculum and instruction, distributed learning, educational technology.

**Related Experience:**

- Three (3) to five (5) years' demonstrated experience in curriculum design and development based on best practice, including developing instructional design plans and guiding the development of learning outcomes, course outlines, learning activities, and assessment instruments;
- Three (3) to five (5) years' designing teaching and learning environments for programs and courses for face-to-face, blended, and online delivery using Blackboard and other learning environments;
- Three (3) to five (5) years' experience developing and using simulations and exercises;
- Three (3) to five (5) years' experience conducting training needs assessments.

**Other Knowledge/Training/Skills:**

- Ability to implement sound instructional design principles;
- Develop instructional materials to address specific learner profiles;
- Manage multiple projects with their shifting priorities and timeline;
- Write and edit clear instructional materials;
- Provide coaching and training;
- Attention to detail;
- Evaluate and make recommendations regarding instructional design in various modalities;
- Complete projects to JIBC quality standards and within agreed upon timelines, budgets, and client specifications.
- Excellent oral communication skills;
- Excellent technical writing and editing skills;
- Project management skills;
- Proven ability to work effectively as part of a team;
- Ability to work within timelines while balancing a demanding workload;
- Desire and ability to continually expand skills and knowledge as divisional needs evolve;
- Ability to work effectively and maintain professional relations with the public, faculty, staff and students.
- Highly motivated, independent self-starter who enjoys working in a collaborative team environment.
- Superior time management skills with demonstrated ability to manage multiple projects.

**Additional Information:**

As this term is under one year, benefits are not available, however an additional 0.79 per hour will be paid in lieu of benefits.

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**Salary Range:** \$78,195 - \$86,884 per annum (Fair Comparison Job Level P3)

This position is under review to be determined for Exclusion

**Posting Date:** June 3, 2022

**Closing Date:** June 20, 2022

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #22-38A via email to: Human Resources at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Charlene Jordan-Jones, Director, Fire & Safety Division at [cjordan-jones@jibc.ca](mailto:cjordan-jones@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.

