



JOB POSTING

Date: August 22, 2022

Competition: #22-84A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME, REGULAR POSITION

Position: Logistics Administrator
Division: Police Academy
Location: New Westminster Campus
Reporting To: Program Director, Recruit and Advanced Training

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 primary role of this position is to provide a variety of office administrative, clerical, and logistics support services for the delivery of programs within the program area. The role primarily supports the program area through co-ordination with the Program Planner, Admin Supervisor and/or Team Leader.

This role requires security clearance because of the requirement to access confidential police information and the PRIME BC database.

Primary Responsibilities:

Logistics Management:

- Organizes scheduled servicing, cleaning, fueling, and other general maintenance of vehicle fleet;
- Maintains portable police radios ensuring units are functional and ready when needed for training;
- Conducts inventory and asset management of all police academy equipment; includes tracking and issuing of serialized equipment for recruits and all training props to ensure all equipment is accounted for;
- Arranges the setup of props and equipment required for training scenarios and exam days according to the requirements listed in the scripts at both on and off-site locations;
- Cleans and maintains training equipment and in compliance with any current and future safety protocols;
- Ensures rented spaces are properly cleaned and serviced after use per the standard required by rental agreements;
- Maintains specialized instruments ensuring proper functionality prior to impaired driving training;

- Procures various sundries as required for the daily operation of the police academy;
- Maintains specialized materials and equipment for firearm training;
- Develops, implements, and/or recommends changes to current processes, as needed, with the objective of creating efficiencies;
- Liaises with internal and external contacts as needed, including JIBC staff and police departments, to assist with their other key duties.

General Administration:

- Maintain program area electronic files according to divisional standards;
- Monitor divisional and program email boxes, responding to enquiries or redirecting as appropriate;
- Provide administrative support to the program area and various staff as required;
- Understands role responsibilities and accountabilities with regards to relevant Occupational Health, and Safety (OHS) obligations;
- Other duties as required.

Qualifications & Requirements:

- Secondary school graduation plus three (3) years related office experience or an equivalent combination of training, education, and experience;
- Demonstrated ability to identify issues problem solve and exercise good judgment and sensitivity working with complex issues;
- Demonstrated ability to establish and maintain effective working relationships with a variety of internal and external stakeholders through both written and verbal communication;
- Demonstrated ability to contribute to a positive work environment both independently and as part of a team;
- Demonstrated attention to detail and ability to manage competing priorities and meet deadlines while performing work accurately and efficiently with interruptions in a fast-paced environment;
- Demonstrated ability in Microsoft Suite programs;
- Knowledge of policing and police training is an asset;
- Knowledge of a student information system (i.e., Colleague) and a learning management system (i.e., Blackboard) is an asset;
- Ability to work occasionally flexible hours to meet program requirements. Schedules known well in advance of changes to regular hours;
- Ability to lift or move up to 25 lbs.;
- Hold a valid BC driver's license;
- Mandatory requirement for security clearance;
- Ability to work occasionally flexible hours to meet program requirements. Schedules known well in advance of changes to regular hours.

Note: This role requires security clearance because of the requirement to access confidential police information and the PRIME BC database.

Salary Range: \$44,026 - \$49,904 annually (BCGEU position– Grid 11)

Posting Date: August 22, 2022

Closing Date: September 12, 2022

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #22-84A, via email to hr@jibc.ca.

Please feel free to contact Chris Rattenbury, Program Manager, Advanced Training at crattenbury@jibc.ca for more information about this position.

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.

