



JOB POSTING

Date: September 9, 2022

Competition: 22-94

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position:	Program Manager, Centre for Leadership
School:	Community & Social Justice Division, School of Health, Community & Social Justice
Location:	New Westminster, British Columbia
Reporting To:	Program Director, Centre for Leadership and Centre for Counselling & Community Safety

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.

School of Health, Community & Social Justice:

The School of Health, Community & Social Justice (SHCSJ) consists of two Divisions: Health Sciences Division (HSD) and Community and Social Justice Division (CSJD). CSJD consists of three Centres: Centre for Counselling and Community Safety (CCCS), Centre for Leadership (CL), and Centre for Conflict Resolution (CCR). The School offers a wide range of interdisciplinary programs and courses in counselling and community safety, bylaw enforcement, leadership, conflict resolution, mediation and negotiation, as well as courses and programs in paramedicine and professional health education.

Position Summary:

CSJD seeks an experienced manager with business acumen, an educator's background (including curriculum development experience and expertise) and a passion for leadership, for the position of **Program Manager**. Reporting to the Program Director, the incumbent is responsible for managing all aspects of educational program delivery including the development and delivery of tuition-based leadership courses and programs (including training and facilitation courses) and bylaw enforcement courses targeting learners from the public and private sectors. The position is responsible for business development for both tuition and contract offerings. This position also provides leadership in the areas of curriculum development, faculty relations, and undertakes academic advising for prospective and current learners about courses and programs.

Primary Responsibilities:

Working closely with the Program Director and in collaboration with Centre and Division staff, this position:

Program Development, Delivery & Management

- Leads and manages program areas including: business development, needs assessment, course design, development and evaluation, financial management, and supervision of instructor assignments;
- Conducts program reviews and course evaluations for Centre for Leadership and bylaw enforcement courses, ensuring compliance with JIBC educational governance processes, program evaluation policies and guidelines;
- Revises courses and programs to ensure relevance, currency, and alignment with JIBC's experiential teaching and learning models;
- Monitors trends and developments in leadership and bylaw enforcement and leads the development of new credentials and courses;
- Works with instructors, instructional designers, Indigenous and other communities, and professional associations and organizations, to ensure that courses, programs and products reflect current theory, cultural safety and relevance, use of appropriate educational technologies, best practices, and latest in skills development;
- Leads the development and editing of course and program materials;
- Provides leadership education subject matter expertise;
- Manages faculty, including recruitment, orientation, training, and performance management.

Financial Management

- Develops annual Centre budget and reports on variances/forecasts for assigned areas of responsibilities;
- Deploys resources to ensure financial objectives for program delivery are met;
- Monitors tuition revenues and expenses and related financial matters and applies mitigation strategies as required;
- Reviews and approves invoices, time sheets, expense claims, and leave forms within area of responsibility.

Business & Client Development

In conjunction with the Program Manager, Customized Training Solutions:

- Develops a strong business model approach to the identification, development and delivery of leadership programs/courses (for both tuition and contract offerings) for existing and new students, clients and markets;
- Provides consultation and direction to students, agencies and organizations seeking assistance and guidance on training and professional development needs;
- Monitors business/sector trends and contributes to the Centre's business approach;
- Conducts presentations for the purpose of identifying and developing business opportunities;
- Establishes and maintains client relationships.

Other

- Represents the Centre and Division on relevant JIBC, community, board, government and post-secondary education committees;
- Collaborates with other CSJD Centres, JIBC divisions and academies on common program interests;
- Facilitates presentations for stakeholders and potential clients as needed.

Qualifications & Requirements:

Education and Training

- Master's Degree in a relevant field (adult education, leadership, training and development);
- JIBC Certificate in Applied Leadership or equivalent;
- Or an acceptable equivalent combination of education, training and experience.

Knowledge, Skills and Experience

- Minimum 5 years' experience in a similar managerial/leadership capacity, preferably in an education setting;
- Proven experience teaching/facilitating adult learners in the area of leadership and facilitation;
- Extensive knowledge and practice of adult education principles and curriculum development processes;
- Proven ability to design, develop and evaluate adult education curriculum and programming;
- Experience with financial management and oversight;
- Demonstrated ability to build internal and external relationships, work in a team environment and build rapport and trust;
- Strong collaborative leadership skills;
- Experience managing complex programs and projects;
- Current with theories and trends in conflict resolution and leadership;
- Demonstrated ability to exercise judgment and sensitivity working with complex issues;
- Excellent interpersonal, written and oral communication skills.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$85,097 - \$94,553 per annum (Fair Comparison Job Level L3)

Posting Date: September 9, 2022

Closing Date: September 23, 2022

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #22-94 via email to People & Culture at hr@jibc.ca.

For more information about this position, please contact:

Rehana Bacchus, Program Director, Centre for Leadership and Centre for Counselling & Community Safety at rbacchus@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.

