



Date: May 4, 2023

Competition: #23-38

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Program Manager (Position #1000274)

Division: Emergency Management Division

Reporting To: Program Director, Contract Training, Emergency Management

Justice Institute of British Columbia:

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.

Position Summary:

As a contributing member of the Emergency Management Division, the Program Manager is primarily responsible for developing and managing training and educational services in relation to the division's work with the Ministry of Emergency Management and Climate Readiness (EMCR). Related initiatives and projects within the division and with other clients may also undertaken based on annual workplans.

The Project Manager will have a broad background of emergency and disaster management, project management, adult education and instructional design, and administrative knowledge, skills, and abilities to lead in a collaborative and evolving work environment. In addition, they will have applied emergency management knowledge in community settings, with a strong awareness of community-based recovery needs and initiatives. The incumbent will possess a high level of cultural competency and safety, sound knowledge of teaching and learning practice, and a community-based mindset which foster collaborative engagement and the development of learner-centred training solutions.

The position will actively support and supervise staff who develop, coordinate, and support the delivery of training, as well as actively contribute to such work through emergency management knowledge, teaching and learning theory, and instructional design practices. They will be responsible for managing finances (in collaboration with the Program Director), actively contributing to the development and delivery of curriculum and training strategies, ensuring faculty are supported and guided, and regularly engaging with core client representatives and community partners.

As a faculty equivalent position, the Program Manager must bring and apply subject matter expertise in the areas of emergency/disaster management, instructional design, instruction skills/adult education, and/or applied research.

Primary Responsibilities:

Program Development (Year 1)

- Actively engage/consult with applicable EMCR personnel and relevant partners to determine competencies for a training program for various audiences which support community-based disaster recovery within British Columbia.
- Collaboratively develop a recovery training framework that meets the various needs of communities.
- Identify curriculum and course development requirements.

- Oversee and actively support design and development of training courses, resources, and educational activities.

Program Management and Leadership

- Actively engage/consult with applicable EMCR personnel and relevant partners to determine training and educational needs.
- Support the Program Director in establishing strategic direction and priorities within program area.
- Monitor, guide, and influence program direction in relation to JIBC strategic plans, school/divisional plans, and JIBC direction relative to indigenization, cultural awareness and safety, and equity, diversity, and inclusion.
- Collaboratively guide the development and review of annual program plans that provide direction for core client training programs.
- Contribute to the division's overall direction and operations through leadership team meetings, all staff meetings, active engagement on projects, and through interactions with divisional personnel.
- Engage with other divisions, departments, and teams within the JIBC community to facilitate opportunities for improved course development and enhanced collaboration for the division and program teams.
- Actively participate in the recruitment, interviewing, onboarding, and training of sessional instructors and permanent employees.

Staff and Faculty Guidance

- Conduct regular meetings with staff members and teams to promote communication and collaboration, and provide support, guidance, and direction.
- Develop and monitor work plans, project plans or other tools to help guide and support employees.
- Facilitate strategies to support effective completion of deliverables, collaborative teamwork, and effective utilization of resources.
- Support and guide the performance of employees through goal setting, ongoing assessment, and coaching.
- Actively support the recruitment, training, supervision, and ongoing development of faculty/instructors.
- Oversee faculty/instructor assignment and ensure equitable and efficient utilization of instructional resources.
- Ensure appropriate faculty/instructor records are maintained including regular assessment and feedback.

Administration and Financial Management

- Draft guidelines, operational procedures, and other documents to support effective program operations.
- Compile, analyze, and report on service delivery, training statistics and related outcomes.
- Guide, review, and contribute to the development of quarterly program reports.
- Review and approve timesheets, expense claims, and invoices within scope of financial policy and procedures.
- Develop and monitor program budgets in consultation with relevant personnel.
- Monitor expenses and revenues within assigned cost centres to ensure accurate financial accountability.
- Prepare and review financial reports and other documentation when necessary.
- Contribute to and review core client contracts and agreements when necessary.

Curriculum and Delivery Supports

- Manage and coordinate ongoing operations and training delivery in applicable program streams.
- Provide direction and support to assigned staff.
- Inform/support administrative personnel related to scheduled delivery and training commitments.
- Host/deliver/facilitate presentations, workshops, webinars, and courses (as appropriate).
- Review and follow-up on course feedback, student comments, and client feedback.
- Manage annual and comprehensive program reviews, according to JIBC policy and procedure.
- Contribute subject matter knowledge into the design and development of curriculum.
- Develop, write, edit, and maintain curriculum, exercise materials, and other educational resources.
- Maintain/develop current knowledge of curriculum design, exercise design, adult learning, and emergency management practices.

Qualifications & Requirements:

- A bachelor's or master's degree in a related field or an equivalent combination of experience, skills and abilities.
- Minimum five years' experience in an emergency/disaster management or a closely related field.
- Minimum five years' experience directly supervising team members and leading complex projects.
- Experience teaching/instructing/facilitating learning experiences with adult learners.
- Experience engaging and collaborating with government agencies and organizations.

Knowledge, Skills and Abilities:

- Experience developing educational programs, guiding instructional design, and writing/editing documents.
- Formalized cultural competency and cultural safety training.
- Formal project management training with experience leading projects and managing project outcomes.
- Demonstrated communication, relationship building, time management, and interpersonal skills.
- Proficient with MS Office applications.
- Familiar with learning management systems (i.e., Blackboard) and online authoring tools (i.e., Articulate).
- Ability to travel within the province, valid driver's license and access to a reliable vehicle when necessary.

This is a full time, regular position working 35 hours per week, based out of our New Westminster Campus with the opportunity for some remote work arrangements. We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the College Pension Plan. In addition, we offer 20 vacation, and 10 personal days annually, as well as generous other leave entitlements.

Posting Date: May 4, 2023
Closing Date: June 1, 2023

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-38, via email to hr@jibc.ca.

For more information about this position, please contact Pete Learoyd, Program Director at plearoyd@jibc.ca

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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