



**Date:** May 10, 2023

**Competition:** 23-40

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

**Position:** Program Manager, Recruit Training (Position #1000371)  
**Division:** Police Academy  
**Reporting To:** Program Director, Police Academy

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

**Position Summary:**

The JIBC Police Academy Recruit Training program is an extremely complex and fast-paced training environment. This position works closely with the Program Director – Recruit Training to manage the day-to-day operational and administrative tasks associated with police recruit training. Responsibilities include overseeing: course scheduling, monitoring, and faculty allocation and coordination for delivery of Recruit Training, as well as overseeing the processes and systems related to Recruit Training. The Program Manager provides supervision, guidance and support to instructors and support staff and provides support in the development, design, and management of documents related to Recruit Training. This role requires security clearance because of the requirement to access confidential police information and the PRIME BC database.

**Primary Responsibilities:**

- Participates and oversees all aspects of program planning and implementation for Recruit Training
- Liaises with the Director and Program Director regarding program planning and delivery to ensure effective use of Police Academy resources in support of educational excellence and student (recruit) success
- Manages and oversees planning and developing course schedules to meet recruit training needs
- Identifies program requirements for instruction
- Supervises faculty (instructors, trainers, guest speakers, actors and role players), confirms availability

- Oversees scheduling of faculty (seconded, sessional, contractors, actors, and role players), confirms rates of pay and other details where applicable
- Confirms and communicates instructional assignments with faculty
- Oversees recruit exam days
- Participates in the development of systems, processes, and procedures to ensure effective and efficient program review, development, and delivery
- Manages the tracking of recruit training activity including in-kind contributions, sessional and contract faculty, actors and role players, and exam assessors
- Verifies instructional contracts and expense sheets; works with Program Assistant to ensure invoices are processed in a timely manner
- Develops systems, processes, and procedures related to recruit training
- Works with Program Assistant/Program Representative and Program Planner to identify logistical requirements and ensure necessary preparation completed
- Oversees that courses are accurately reflected in Colleague
- Facilitates consistency across Police Academy with respect to data integrity and records management
- Identifies opportunities for system and service improvements; develops implements, or recommends changes
- Supports Recruit Training Program Assistant/ Program Representative and Program Planner as required
- Represents the Police Academy on various JIBC committees and task groups as needed
- Other duties as required

#### **Qualifications & Requirements:**

- Bachelor's degree in a related field or an acceptable equivalent combination of education, training, and experience.
- Minimum 5 years' experience in a similar management capacity, preferably within an education setting
- Demonstrated ability to build and maintain internal and external relationships, work in a team environment, and build rapport and trust
- Previous police supervision/management is required
- Intermediate to advanced level experience with Blackboard and Colleague
- Demonstrated ability to manage competing priorities
- Excellent analytical and problem solving skills
- Excellent attention to detail and proven ability to meet deadlines
- Strong collaborative leadership and conflict resolution skills
- Demonstrated ability to exercise good judgement and sensitivity working with complex issues
- Excellent interpersonal, written, and oral communication skills
- Proven ability to provide excellent customer service

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.

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**Salary Range:** \$88,324.60- \$98,079.80 per annum (Fair Comparison Faculty Equivalent Job Level L3)

**Posting Date:** May 10, 2023

**Closing Date:** June 21, 2023

Please submit a *resume*, *covering letter* and *copies of academic credentials*, quoting Competition #23-40 via email to: People and Culture at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact Chris Rattenbury at [crattenbury@jibc.ca](mailto:crattenbury@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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