



Date: May 11, 2023

Competition: #23-42

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

Position: Instructional Designer – EMCR Training (#1000017)

Division: Emergency Management

Reporting To: Program Manager, EMCR Training

Justice Institute of British Columbia:

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:

This term Instructional Designer position will work as an active member of core client training team, to maintain, update, and develop Emergency Support Services (ESS) training and other emergency management related curriculum, for the Ministry of Emergency Management and Climate Readiness (EMCR).

The incumbent will be responsible for maintaining and enhancing all aspects of existing ESS curriculum and engaging subject matter experts in the development of revised and new curriculum for correspondence, online (asynchronous and synchronous) and in-person community-based delivery. The Instructional Designer is expected to develop subject matter knowledge within the training area and collaboratively undertake all aspects of design and development of curriculum - from initial concept through to pilot delivery, including the briefing of instructors on the delivery of new and revised materials.

As a contributing member of JIBC's teaching and learning community, the Instructional Designer is expected to collaboratively engage in ways and on a variety of educational projects that support our values of service, integrity and diversity, and lead towards our vision of safer communities and a more just society.

Primary Responsibilities:

1. Course Review, Maintenance and Revisions:

- Develop and maintain knowledge in the policy, procedures, and practices for the province of British Columbia's Emergency Support Services program, and other related topic/program areas as applicable.
- Monitor student feedback and identify action items for ongoing course revisions and instructor development.

- Develop plans and strategies to pro-actively maintain assigned curriculum.
- Update/revise current course materials (i.e., manuals, PowerPoints, job aids, graphics, online content, etc.) to meet content and accessibility requirements.
- Work with Indigenous experts to ensure training materials are prepared with a cultural diversity lens and delivered in a culturally safe manner.

2. Course Design/Development:

- Develop or expand proficiency within your areas of responsibility, including Emergency Support Services, adult education, and e-learning.
- In collaboration with the program manager, scope and create project plans for the development of new courses.
- Develop instructional designs/course plans/blueprints, course outlines, storyboards, timelines, and related project management tools to guide development, design, and delivery.
- Facilitate meetings with subject matter experts and other partners to support the development of curriculum.
- Develop/write/edit curriculum content, e-learning resources, learning and teaching activities, evaluation instruments, and instructional graphics.
- Ensure curriculum is developed and approved according to EMD's internal processes and JIBC's program and course development policy and procedures.
- In collaboration with the program manager, support the briefing and onboarding instructors to new curriculum.

3. Other Duties

- Manages workload to meet objectives and deliverables within established timelines, budgets, and client expectations.
- Coordinate, collaborate and meet with internal and external resources when further support is required for instructional design and curriculum development activities (i.e., video editors, voice actors, etc.)
- Attend conferences/meetings, research/read/review sector related journals and publications and share findings with the applicable JIBC team, as feasible.
- Perform other related duties as required and/or assigned.

Qualifications & Requirements:

Academic:

- Bachelor's degree in a related field such as education, curriculum and instruction, distributed learning, or educational technology. Related master's degree is an asset.
- An equivalent combination of formal training, experience, skills, and abilities may be considered in place of degree completion.
- Certification in related areas, such as instructional skills, facilitation, adult education, instructional design, graphic design, and visual communication would be an asset.

Experience and Training:

- At least 3 year of experience in curriculum design and development, including conducting needs assessments; developing design plans; guiding the development of learning outcomes, authoring and editing course content (online, manuals, and resources), identifying suitable learning activities, developing instructor resources, and student assessment instruments.
- Demonstrated experience in the design of courses for adult learners across various methods of delivery.
- Solid understanding of eLearning course design principles and practices.
- Expert skills in Microsoft PowerPoint and Microsoft Word.
- Experience in the design of courses on a Learning Management System (i.e., Blackboard).
- Experience with e-authoring tools such as Articulate Storyline and Rise.
- Experience and awareness of practices to Indigenize and decolonize curriculum is an asset.
- Knowledge of EMCR Emergency Support Services program is an asset.

The incumbent is expected to demonstrate the following:

- The ability to independently learn new software and course authoring tools as required.
- The ability to develop knowledge and skills within the Emergency Support Services program to effectively support the training program and engage with subject matter experts.
- Ability to work effectively and maintain professional relationships with subject matter experts, instructors, and the client.
- Strong organizational and planning skills, including the ability to effectively prioritize multiple projects.

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. Applicants must be eligible to work within Canada. This position is eligible for remote work arrangements in British Columbia.

Salary Range: \$81,190.20 - \$90,162.80 per annum (Fair Comparison Job Level P3)

Posting Date: May 11, 2023

Closing Date: Open until filled (applicants will be reviewed as received)

Start Date: ASAP

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-42 via email to: People and Culture at hr@jibc.ca

For more information about this position, please contact: Taylor Gayowsky, Program Manager, EMCR Training at tgayowsky@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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