



**Date:** May 12, 2023

**Competition:** #23-44

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME TERM POSITION  
(To July 12, 2024)**

**Position:** Program Manager, Curriculum and Quality Assurance (#1000106)

**Division:** Health Sciences Division

**Reporting To:** Director, Health Sciences Division

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### **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.

### **Health Sciences Division:**

For the past 30 years, the Health Sciences Division (HSD) has been delivering paramedic and continuing medical education provincially, nationally, and internationally. HSD students range from first responders, paramedics, nurses, physicians, and allied health professionals. HSD is known as an innovator in many areas – from the use of simulation to the introduction of new professional programs based on the knowledge of applied research in Emergency Medical Services (EMS) and leading practice in patient care.

### **Position Summary:**

Are you creative, service-oriented, and passionate about post-secondary education and public safety? If you are, this term position may be a great fit for you. Reporting to the Director of Health Sciences Division, you will be a collaborative leader in the Health Sciences Division. You support and provide oversight to a team of experienced Program Planners, and support all program teams in the Division in the areas of curriculum development and maintenance, and quality assurance processes. You will work collaboratively with other Program Managers, Program Director, staff, faculty and students to ensure continued quality in HSD paramedic programming. In this position, you are a member of the HSD Leadership Team, and contribute to Divisional planning and initiatives, as well as broader JIBC committees and priorities.

### **Primary Responsibilities:**

#### **Curriculum Development & Maintenance:**

- Conducts environmental scans, in collaboration with the Centre for Graduate Studies, and Academic Planning, the Office of Indigenization and divisional staff to ensure development of courses, certificates, diplomas, and

degrees meets the current and future requirements of the paramedic profession, and other allied health disciplines.

- Manages course and program development processes in collaboration with Centre for Teaching and Learning Innovation (CTLI), instructional designers, and subject matter experts in alignment with School and Institute strategic directions.
- Oversees the online learning environments for the paramedic programs (Blackboard, Wordpress, etc.) to ensure consistency in look and feel across programs, and accuracy of content; supports program staff and faculty in the daily updating and use of online learning environments;
- Participates in JIBC and HSD committees and task groups, as required, including School Curriculum Committee, and various project and program team meetings.

#### **Faculty Development & Support:**

- Provides support and resources to faculty across programs to ensure consistency in educational approaches in an experiential learning environment.
- Ensures faculty are aware of and working to fulfil the objectives of the JIBC Education Plan.
- Orients faculty to new curriculum and programs to ensure familiarity and confidence in innovative, experiential teaching strategies.

#### **Quality Assurance:**

There are a number of internal and external processes for quality assurance, including but not limited to; program approvals, program reviews, student, faculty, and stakeholder feedback, external program accreditation, and program approvals from regulatory bodies.

- Leads the collection, analysis and reporting of data for continuous quality improvement, as well as various internal and external reviews and accreditations.
- Works collaboratively with program teams to identify and address issues related to the curriculum or educational experience of students.

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

##### **Academic:**

- A Master's Degree in education or educational technology, or an acceptable equivalent combination of education, training, and experience.
- Certification or education in project management, or an acceptable equivalent combination of education, training, and experience.

##### **Other Knowledge/Training:**

###### **Knowledge**

- Knowledge of adult education principles and curriculum development processes, and experience in program and course evaluation and development;
- Demonstrated ability to conduct training needs assessments, solid technical writing and editing skills and experience writing concept proposals and/or diploma/degree proposals;

###### **Skills and Abilities:**

- Experience with Learning Management Systems and strong familiarity with the Microsoft Office applications including Word, Outlook, Excel, Access, and PowerPoint;
- Familiarity with MS Project, Blackboard, online examination applications (e.g.: Questionmark), and examination psychometrics is preferred.

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.

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

**Posting Date:** May 12, 2023

**Closing Date:** Open until filled (with a first review of applicants on May 19, 2023)

**Start Date:** ASAP

Please submit a *resume*, *covering letter* and *copies of academic credentials*, quoting Competition #23-44 via email to: People and Culture at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Becky Donelon, Director, Health Sciences Division at [bdonelon@jibc.ca](mailto:bdonelon@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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