



**Date:** August 4, 2023

**Competition:** #23-68

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

<b>Position:</b>	<b>Instructional Designer (Position #1000058)</b>
<b>Division:</b>	<b>Emergency Management Division</b>
<b>Reporting To:</b>	<b>Program Director, Program Development &amp; Credential Programs</b>

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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 incumbent reports to the Program Director, Credentialed Programs and is responsible for curriculum development and review at certificate, diploma, degree, and advanced degree levels. The incumbent consults with program personnel and instructors to facilitate the development of quality programs and courses, both face-to-face and at a distance. Designs, develops, facilitates, coordinates, and evaluates generic and customized instruction and learning materials to support innovative curriculum, teaching, and learning systems.

The incumbent is expected to immerse themselves in selected areas of the Division's curriculum, which could include disaster response and recovery, emergency operation centres, and the incident command system.

**Primary Responsibilities:**

- Conducts and facilitates needs assessments and job and task analyses.
- Plans the structure and organization of program content using strategies such as program maps, concepts maps, and competency maps.
- Collaborates with subject matter experts, program personnel, and clients to identify student intended program/course outcomes and program/course delivery requirements and constraints.
- Develops instructional design/course plans/blueprints, timelines, course outlines/outcomes.
- Identifies lesson and media requirements and collaborates with the project team (e.g., subject matter experts, program managers, web specialists, simulation specialists) on their development.

- Identifies instructional strategies, learner activities, and teaching/learning resources for flexible learning environments.
- Plans and/or develops formative and summative evaluations of student learning.
- Develops/writes/edits curriculum content, learning resources, learning and teaching activities, and learning evaluation instruments to JIBC quality standards.
- Manages curriculum development projects, liaising with clients and subject matter experts as required.
- Manages the Division's course review and revision schedule.
- Reviews and maintains course materials across various areas of emergency management in accordance with JIBC policy and EMD's curriculum review/development guidelines.
- Supports annual and comprehensive program reviews.
- Plans, budgets, manages, and evaluates projects, liaising with program staff, clients, and subject matter experts as required.
- Manages workload to meet objectives and deliverables within established timelines, budgets, and client specifications.
- Participates as a contributing team member within the Division.
- Performs other related duties, as assigned.

### **Qualifications & Requirements:**

- Master's degree in education, adult education, or related field.
- At least 3 years' demonstrated experience in curriculum design and development, including conducting training needs assessments; developing instructional design plans; guiding the development of learning outcomes, course outlines, course content/manuals, learning activities, lesson plans, and assessment instruments; and researching and writing course content.
- Completion of one or more instructional skills or instructional design courses.
- Background in some aspects of emergency/disaster management, emergency response, or similar fields an asset.
- Skills required include the ability to implement sound instructional design principles, develop instructional materials to address specific learner profiles, manage multiple projects with shifting priorities and timelines, write and edit clear instructional materials, provide coaching and training, attend to detail, and evaluate and make recommendations regarding instructional design in various modalities. The incumbent must have excellent oral communication skills and sound technical writing and editing skills.

In addition, the incumbent is expected to demonstrate the following:

- Highly motivated, independent self-starter who enjoys working in a collaborative team environment.
- Desire to develop knowledge and skills within emergency management and instructional design to meet the Division's evolving needs.
- Ability to work effectively and maintain professional relations with the public, faculty, staff, and students.
- Experience designing online and blended teaching and learning environments using current technology and online tools such as Blackboard, Storyline, WordPress, Rise, Kaltura, etc.
- Experience developing and integrating simulations, applied exercises and other interactive learning approaches within face-to-face and online curriculum.

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:** \$86,668.40 - \$96,241.60 per annum (Fair Comparison Faculty Equivalent Job Level P3)

**Posting Date:** August 4, 2023

**Closing Date:** August 31, 2023

Please submit a *resume*, *covering letter* and *copies of academic credentials*, quoting Competition #23-68 via email to: People and Culture at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Darren Blackburn at [dblackburn@jibc.ca](mailto:dblackburn@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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