

JOB POSTING

Date: February 22, 2021

Competition: #21-08

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Program Director
Division: School of Health, Community & Social Justice
Reporting To: Dean, School of Health, Community & Social Justice

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies, community organizations and private corporations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses, through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Position Summary:

We seek an experienced, highly collaborative educational leader, passionate about post-secondary education, counselling, community safety, leadership and social justice. Ideally, you will be an educational administrator committed to student success and with a proven ability to provide leadership in staff and budget management, strategic planning, program development, delivery and evaluation. Demonstrated success inspiring and building trusting, strategic relationships is essential as is experience leading complex projects, facilitating faculty and community engagement.

As Program Director, you will oversee vision, strategic direction and operations for the Centre for Counselling and Community Safety (CCCS) and the Centre for Leadership (CL). Programming within those Centres includes courses and credentials in: leadership, Indigenous trauma and community safety, trauma informed practice, critical incident stress management, and bylaw enforcement. Programming also includes contract work with the Ministry of Children & Family Development (MCFD) and others.

Primary Responsibilities:

Leadership:

- Provides leadership for CCCS and CL and participates in the development of the School's operational planning;
- Leads the Centres' budget planning and contributes to Division's overall budget management and development;
- Supports implementation of JIBC's Strategic Plan, Indigenization Plan and Equity and Diversity policy;
- Establishes and maintains effective internal working relationships throughout JIBC and seeks opportunities to collaborate in interdisciplinary curriculum development and delivery;
- Establishes and maintains excellent relationships with key external stakeholders, including post-secondary partners, government and non-profit organizations and Indigenous agencies and communities.

Staff and Faculty Oversight:

- Participates in the development and implementation of the Division's human resource planning, recruitment and hiring;
- Plans, assigns and supervises the work of staff by providing guidance, mentoring, coaching and support;
- Completes performance appraisals/personal and professional development planning; oversees leaves, work assignments and schedules; travel and staff training;
- Oversees faculty (sessional and contractor) recruitment, hiring, engagement, development and evaluation.

Program Development and Delivery:

- Oversees management, planning, design, development, delivery, evaluation and marketing of all programs and courses (in-person, online, virtual and blended);
- Ensures JIBC's academic policies are implemented and maintained;
- Collaborates with JIBC's Centre for Teaching, Learning & Innovation, Academic Affairs, Student Services, and Institutional Research to ensure quality programming and student experience.

Financial Management:

- Oversees Centres' budget development, implementation, monitoring (monthly variance and quarterly forecasting) and resource planning;
- Develops RFP responses, contracts and other proposals;
- Contributes to Centre and Division business development and provides strategic advice to the Dean with regards to School financial decision making.

Qualifications & Requirements:**Academic:**

- Graduate degree in related discipline (e.g. education, leadership, counselling, social work) or an acceptable equivalent combination of education, experience and training, along with an in-depth understanding of and experience in the post-secondary educational service.

Related Experience:

- A minimum of 5 years mid-level experience in educational leadership and administration, including team leadership, program development and delivery, strategic planning, financial management, business development and project management.

Other Knowledge/Training:

- Commitment to and practice of collaborative and consultative leadership with demonstrated experience in, trauma informed practice, Indigenous counselling and community safety, social justice and community-based education;
- Demonstrated ability to build and maintain strategic relationships, work in a collaborative team environment and build rapport and trust with stakeholders;
- Demonstrated complex project management skills;
- Demonstrated ability to exercise judgment, problem solve, and work with complex issues;
- Excellent written and oral communication skills;
- Experience writing proposals, business cases and briefing notes.

We offer a total compensation package that includes a comprehensive 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.

Salary Range: Up to \$111,078 per annum (Fair Comparison Excluded Grid 13)

Posting Date: February 22, 2021

Closing Date: March 15, 2021

Start Date: ASAP

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #21-08 via email to Human Resources at hr@jibc.ca

For more information about this position, please contact:

Caroline White, Program Director, School of Health, Community & Social Justice at carolinew@jibc.ca

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous people, and persons with disabilities.

