

JOB POSTING

Date: June 27, 2022

Competition: #22-60

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Program Director, Academic Programs

Division: Justice & Public Safety Division

Location: New Westminster Campus

Reporting To: Dean, School of Criminal Justice and Security

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 and private organizations worldwide. Each year, over 36,000 students' study at one of JIBC's six campuses in B.C., 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:

JIBC's School of Criminal Justice and Security, continues to expand its suite of academic programs and seeks a dynamic Program Director to lead, direct and manage the design, development and delivery of academic programs in the Justice and Public Safety Division. The Program Director, equivalent to a department head, leads division staff, oversees curriculum development activities and liaises with current and future partner institutions in support of JIBC's strategic plan and to enhance academic programs and support students and faculty.

The Program Director must have first-hand management and leadership experience, expert knowledge in the JPSPD program areas including various knowledge frameworks, both online and face-to-face curriculum design and development as well as liaison work. The Program Director is responsible for implementing the strategic plan, setting of key performance indicators and measurable goals for staff and programs financial management, recruitment and leadership of staff and faculty, as well as project management, and administration.

Primary Responsibilities:

Program Development and Management

- Leads program planning, development, monitoring, review, and reporting;
- Oversees the design and development of all courses and programs in all academic programs;
- Leads team meetings and sub- committees as required;
- Responsible for implementation and day-to-day delivery of all academic programs;
- Develops business plans for new credentialed programs;
- Leads academic governance requirements and quality assurance processes;

- Develops a schedule for program and course evaluation of all programs to ensure compliance with JIBC program evaluation policies and guidelines;
- Facilitates the integration of certificate, diploma and degree programs and courses;
- Oversees articulation and course equivalency agreements (JIBC and external);
- Approves marketing and promotional strategies for the division and ensures the division's marketing strategies and work plan are implemented;
- Co-Chairs the Program Advisory Committee.

Leadership, Development and Support

- Supports, encourages and directs the activities of regular full-time, contract, and sessional employees in the program area;
- Develops and monitors work plans, project plans or other tools to guide and support employees;
- Oversees ongoing staff development to ensure current standards meet the needs of all stakeholders;
- Hires and manages the performance of employees through goal setting, ongoing assessment and coaching;
- Arranges and facilitates team meetings and other team collaboration to accomplish work requirements;
- Acts as an adult education specialist for division personnel;
- Monitors business/sector trends and contributes to the division's business approach;
- Engages the team to identify instructional requirements;
- Consults and ensures all recruitment activities are complete;
- Oversees the development and implementation of instructor feedback tools;
- Ensures the meaningful faculty communication through a variety of methods.

Finance and Administration

- Develops annual budgets, and reports on variances/forecasts for assigned areas of responsibilities;
- Monitors tuition revenues and expenses and related financial matters;
- Approves contracts within areas of responsibility;
- Reviews and approves invoices, time sheets, expense claims, and leave forms within areas of responsibility;
- Develops and contributes to business practices and processes necessary for effective operations;
- Monitors and reports on program opportunities;
- Compiles and reports on related course/delivery statistics.

Additional Responsibilities

- Participates in planning, development, organizational and problem-solving activities related to division administrative, operational and management matters;
- Represents the division on relevant JIBC and external committees;
- Participates in community-based committees/working groups as necessary;
- Travels occasionally on business;
- Collaborates with CTLI and the registration office on curriculum development;
- Performs other related duties as assigned;

Qualifications & Requirements:

Education and Experience

Academic

- Preference will be given to candidates with a Doctoral degree in related disciplines such as criminology, criminal justice, education, curriculum and instruction, distributed learning, educational technology. The latter of these disciplines must include work experience in or knowledge of criminology and related fields.

Experience

- Demonstrated experience working in post-secondary sector in academic programs;
- Demonstrated experience in academic governance and quality assurance processes;
- Demonstrated teaching experience at the undergraduate level;
- Program Chair experience an asset.

Other Knowledge/Training/Skills

- Demonstrated experience leading teams and effectively able to motivate and engage teams, while driving performance outcomes;
- Knowledge and experience in curriculum development processes, adult education principles, and multiple content delivery models;
- Proven knowledge and understanding in emerging topic areas of law enforcement and public safety;
- Experience teaching law enforcement/criminal justice/criminology post-secondary programs;
- Experience conducting and applying research findings into curriculum;
- Current with latest developments and trends in e-learning and adult education;
- Demonstrated ability to lead program/curriculum development teams and build rapport and trust;
- Demonstrated ability to manage several projects/timelines and workloads simultaneously to effectively meet objectives and deliverables;
- Demonstrated ability to exercise judgment and sensitivity when working with complex issues;
- Proven ability to market programs and write proposals;
- Excellent technical writing and editing skills;
- Excellent interpersonal and communication skills;
- Committed to student success and a customer service orientation;
- Experienced in quality improvement systems;
- Positive, energetic and enthusiastic; a proven relationship builder with a collaborative work style who can also take initiative and work independently;
- Ability to travel occasionally.

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.

Posting Date: June 27, 2022

Closing Date: July 15, 2022

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #22-60 via email to: Human Resources at hr@jibc.ca

For more information about this position, please contact: Dr. Stuart Ruttan, Dean, School of Criminal Justice & Security at sruttan@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 peoples and persons with disabilities.

