



# JOB POSTING

**Date: September 8, 2022**

**Competition: #22-92**

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

<b>Position:</b>	<b>Program Director, Adult Custody Division</b>
<b>Division:</b>	<b>Corrections Academy</b>
<b>School:</b>	<b>School of Criminal Justice and Security</b>
<b>Reporting To:</b>	<b>Director, Corrections &amp; Court Services Division (CCSD)</b>

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### **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.

### **Summary:**

The Corrections Academy is looking for a highly skilled and experienced educational leader to spearhead JIBC training for the Adult Custody Division, BC Corrections.

This JIBC position plays a key senior leadership role responsible for all aspects of a major program area for the core client (Adult Custody Division, BC Corrections). BC Corrections' strategic vision includes support for staff, leading successful change, focusing on complex needs, and the support of Indigenous reconciliation. The Program Director serves as the main liaison between JIBC and the Adult Custody Division and assumes accountability for the quality assurance of training services delivered by JIBC. Responsibilities attached to this position include recruitment, selection and supervision of managerial, instructional, and associated support and technical staff. The position undertakes leadership and management of program design, development and delivery including decision-making when it comes to deployment of JIBC resources. The Program Director provides JIBC supervision of the Custody Training Development Officer (CTDO). This position serves as an integral member of CCSD's management team and assumes responsibilities related to budgeting and financial reporting, as well as revenue generating activities as directed by the Director. The Program Director also participates in JIBC-wide, School and/or Divisional initiatives and activities.

## Primary Responsibilities:

### Program Leadership

- Represents JIBC and acts as the liaison between the core client (Adult Custody Division, BC Corrections) and JIBC in relation to training and other services;
- Builds and maintains business relationships with key stakeholders of the core client (e.g., Adult Custody Division and may include other Divisions of BC Corrections as well as Ministry and other external stakeholders);
- Interprets organizational strategic goals/objectives (both BC Corrections and JIBC); identifies and mobilizes activities (as appropriate) in support of strategic objectives;
- In conjunction with the core client, conducts needs analyses for the various core client training program areas;
- Responds and negotiates with the core client when it comes to training needs and requests;
- Provides leadership support to the core client by offering advice and suggesting training solutions and other information such as alternate approaches, resourcing options and other considerations;
- Develops the Service Plan for the core client for the fiscal year as per the core client contract with JIBC;
- Responsible for prioritizing, initiating, resourcing and assigning staff to instructional activities, projects, initiatives, etc.;
- Ensures appropriate administrative processes are in place and are functioning effectively and efficiently to meet the service delivery of core client training, namely, Correctional Officer training but may include other training/initiatives for the Adult Custody Division and at times Cross-Divisional as required;
- Troubleshoots and resolves any policy, procedural and/or practice issue that impacts training or service provided to the core client under contract by JIBC;
- Responsible for quality control and assurance of service delivery by JIBC to the core client;
- In conjunction with the CTDO provides leadership support and/or direction in the needs analysis, planning, design, development and delivery of advanced and specialized training activities/events for the core client;
- In relation to external contract training (e.g., Out-of-Province requests), completes needs analyses, costings, request for purchase (RFPs), including negotiations, drafting contracts, planning, scheduling and management of course delivery;
- Leads in the development and management of tuition-based courses (e.g., pre-requisite courses) as required.

### Personnel Management (Supervisory Leadership)

- In conjunction with the core client, takes the lead in the recruitment and selection of staff assigned to the program area;
- Supervises the Program Managers (i.e. Manager of Custody Training and CTDO) and other staff assigned to the Custody training area at JIBC;
- Provides supervisory leadership direction and support to the Program Manager(s) who supervise instructional staff (JIBC, seconded, contractor or sessional) assigned to the program area;
- Supervises any technical and support staff (BCGEU) assigned to the program area;
- Completes performance appraisals & staff professional development planning for those under supervision. (*\* As required, support the performance management of seconded staff as per BC PSA's MyPerformance.*);
- Authorizes leave, hours of work, travel and staff professional development, developing terms of reference or agreements for staff secondments, set up sessional staff and contracted instructors, deploys staff and assigns work/projects;
- Responsible for addressing any staff performance and labour relations issues both JIBC Fair Comparison staff and BCGEU staff;
- Motivates, coaches, guides and monitor staff and addresses performance and other staffing issues;
- Ensures staff under supervision follow requirements (if applicable) set out by JIBC Human Resources (e.g., policies, procedures, collective agreement and other practices) regarding personnel/labour management.

### **JIBC/CCSD Budgeting & Administration**

- Participates in JIBC/Divisional budgeting and financial reporting;
- Participates in planning, development, organizational and problem-solving activities related to CCSD organizational, administrative, operational and other managerial matters;
- Participates in JIBC pan-institute initiatives (e.g., strategic planning, operational, programmatic, etc.) ;
- Participates in various committees and working groups for the core client, CCSD and JIBC;
- Chairs and/or participates in assigned committees/working groups;
- Completes and presents program, statistical, financial reports;
- Attends meetings and team events;
- Acts for the Director of the Corrections & Court Services Division.

### **Qualifications & Requirements:**

#### **Education and Training**

- A Master's or Bachelor's degree in education, criminology, adult learning, or similar. Alternately an acceptable equivalent combination of education, experience and training along with a solid understanding of adult education/training curriculum development;
- Previous education/training in supervisory skills, leadership, management, business administration;
- Completed recruit training through JIBC's Corrections Academy.

#### **Knowledge, Skills and Experience**

- Minimum four (4) years work experience with BC Corrections (Adult Custody Division);
- Minimum two (2) years experience in a supervisory or management capacity;
- Minimum three (3) years experience as an instructor and/or instructional designer (adult custody corrections background);
- Comprehensive knowledge of relevant BC Corrections policies, procedures and standards;
- Experience with adult education principles and instructional design and delivery methods;
- Experience with budgeting, financial reporting and contract management;
- Knowledge of program development and evaluation and/or project management;
- Experience using MS-Word, Excel and Internet;
- Knowledge of online learning including the use of JIBC's Blackboard Learning Management System.

#### **Other**

- Highly respected by peers as a credible staff member who can function in a senior leadership capacity and serve as a leader in planning, monitoring and evaluating training;
- Possesses a high level of organizational and project management skills;
- Ability to lead groups in a dynamic manner; ability to perceive and deal with group dynamics appropriately and professionally including the ability to interact and work effectively with other departments and agencies;
- Excellent interpersonal, written and oral communication skills.

**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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**Posting Date:** September 8, 2022

**Closing Date:** September 29, 2022

Please submit a *resume and covering letter*, quoting Competition #22-92 via email to: People & Culture at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Greg Keenan, Director, Corrections & Court Services Division at [gkeenan@jibc.ca](mailto:gkeenan@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.

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