



JOB POSTING

Date: October 21, 2022

Competition: 22-103

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position:	Program Manager, Centre for Conflict Resolution
School:	Community & Social Justice Division, School of Health, Community & Social Justice
Location:	New Westminster, British Columbia
Reporting To:	Program Director, Centre for Conflict Resolution

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.

School of Health, Community & Social Justice:

The School of Health, Community & Social Justice (SHCSJ) consists of two Divisions: Health Sciences Division (HSD) and Community and Social Justice Division (CSJD). CSJD consists of three Centres: Centre for Counselling and Community Safety (CCCS), Centre for Leadership (CL), and Centre for Conflict Resolution (CCR). The division offers a wide range of interdisciplinary programs and courses in counselling and community safety, bylaw enforcement, leadership, conflict resolution, and other aspects of human flourishing.

Position Summary:

CSJD seeks an experienced manager with an educator's background (including curriculum development experience and expertise) and commitment to collaborative conflict resolution, for the position of **Program Manager**. Reporting to and collaborating with the Program Director, the incumbent is responsible for managing all aspects of educational program delivery including the development and delivery of tuition-based conflict resolution courses and programs training learners from both public and private sectors. This position also provides leadership in strategic growth of the program area, developing relevant curriculum, supporting a strong, cohesive faculty community, and advising to prospective and current learners about courses and programs.

Primary Responsibilities:

Working closely with the Program Director and in collaboration with Centre and Division staff, this position:

Program Development, Delivery & Management

- Leads all aspects of conflict resolution tuition programming including: program and course design, development and evaluation, business advancement, and financial management
- Conducts comprehensive and annual program reviews, creating action plans and ensuring compliance with JIBC educational governance processes
- Reviews and revises courses and programs to ensure relevancy and currency, in response to student and instructor feedback and in alignment with JIBC's educational philosophy
- Implements culturally responsive, inclusive and anti-racist strategies for teaching and learning
- Explores trends and developments in conflict resolution and leads the development of new credentials, courses and special events
- Collaborates with instructors, instructional designers, Indigenous and other communities, and professional associations and organizations, to ensure that courses, programs, and products reflect current theory, cultural safety and relevance, use of appropriate educational technologies, best practices, and latest in skills development
- Advises on conflict resolution content
- Supports faculty team, including recruitment, orientation, training, and management of faculty members

Financial Management

- Develops annual budget for CCR and reports monthly on variances and quarterly forecasts
- Orchestrates resources to ensure financial objectives for program delivery are met
- Analyzes tuition revenues and expenses and related financial matters and explores strategies for growth as needed
- Reviews and approves invoices, time sheets, expense claims, and leave forms within area of responsibility

Business Growth and Relationship Building:

In conjunction with the Program Manager, Customized Training:

- Fosters an evidence-informed approach to advance the development and delivery of conflict resolution programs/courses (for both tuition and contract offerings) for existing and new students, clients and markets
- Directs and consults with students, agencies and organizations seeking assistance and guidance on training and professional development needs
- Monitors trends in education and fields related to conflict resolution and contributes to the Centre's approach for expansion
- Conducts outreach for the purpose of identifying opportunities and developing relationships
- Advances and supports relationships with new and existing clients

Other

- Represents the Centre and Division on relevant JIBC, community, board, government and post-secondary education committees
- Collaborates with other CSJD Centres, JIBC divisions and academies on common program interests
- Nurtures a collaborative team that efficiently and effectively delivers training to promote human flourishing
- Innovates to shape programming that better serves our students and our communities

Qualifications & Requirements:

Education and Training

- Master's Degree in a relevant field (adult education, conflict resolution)
- JIBC Certificate in Collaborative Conflict Resolution or equivalent training in collaborative conflict resolution
- Or an acceptable equivalent combination of lived experience, education and training and/or professional experience

Knowledge, Skills and Experience

- Leading a team (minimum 5 years) in a similar managerial/leadership capacity, preferably in an educational setting
- Training/facilitating in conflict resolution
- Practical application of adult education principles
- Experience with principles of indigenization and anti-racist pedagogy
- Creating and evaluating adult education curriculum and programming
- Developing a complex budget as well as budget management skills including forecasting and variance reporting
- Cultivating internal and external relationships
- Leading a team collaboratively with a strong emphasis on building rapport and trust
- Managing complex programs and projects
- Staying current with theories and trends in conflict resolution
- Exercising judgment and sensitivity working with complex issues
- Remaining curious and open amid conflict
- Communicating effectively, both formally and informally, in oral and written environments

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.

We also have an explicit [compensation philosophy](#) based on these foundational principles:

- 1) Fair compensation for the scope and breadth of job responsibilities and the education, competencies, and experience that employees bring to their roles
- 2) Security and protection to employees and their families
- 3) Support for skill development, upgrades, and other career development activities
- 4) Paid time off and other programs to help employees balance their work and personal demands

Salary Range: \$85,097.31 - \$94,552.58

Posting Date: October 21, 2022

Closing Date: Posting will remain open until a successful candidate is identified

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #22-103 via email to People & Culture at hr@jibc.ca.

For more information about this position, please contact:

Jennifer Jasper, Program Director, Centre for Conflict Resolution, jjasper@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.

