



Date: November 30, 2022

Competition: # 22-113

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

Position: Lead Instructor, Driver Education

Division: Justice and Public Safety Division

Reporting To: Program Director, Driver Education, Security and Contract Training

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.

Driver Education:

The Driver Education Centre supports advanced training for first responders and fleet safety training for organizations that have employees who are required to drive for work. Our advanced driving courses play a leading role in road safety education and provide students with the skills they need to become safer and more competent drivers.

We are currently seeking a skilled and dynamic professional to join our team as Lead Instructor, Driver Education. This is an opportunity to utilize your experience and knowledge as a first responder to deliver high quality instruction to others, and to help make our roads and communities safer. You will get to work collaboratively with a proactive and dynamic team in the Driver Education Centre.

Position Summary:

The Lead Instructor is responsible for leading the delivery of driver education training and ensuring that all training meets the high standards set out by JIBC's Driver Education Centre. This role provides driver education instruction, coordinates the onsite training plans, leads development and customization of training curriculum and course exercises, and leads the supervision and training for sessional and contract instructors.

Primary Responsibilities:

- Instructs driver education training, ensuring high quality and consistent training for all students
 - delivers standard and customized classroom, closed-circuit, and on- and off-road training; assesses student learning according to evaluation criteria; maintains accurate student records
- Coordinates onsite training plans, ensuring a quality training experience for students and clients, and smooth and safe onsite operations
 - works closely with the Driver Education Coordinator, and other members of the Driver Education team to ensure a high level of coordination when multiple instructors and training classes are on site
- Develops training curriculum, ensuring curriculum and training standards are relevant, reflect best practices, and meet program / client objectives
 - develops, assesses, and maintains training courses; identifies specific client/student needs and develops training exercises to meet required outcomes; drafts and maintains student and instructional manuals and course materials; establishes evaluation criteria
- Provides Instructor supervision and coaching
 - allocates work duties between instructors; leads problem resolution/troubleshooting as things come up during training; assesses quality of training and provides performance feedback to instructors; participates in the recruitment and training for new sessional and contract instructors
- Provides subject matter expertise for course customization and contract discussions, ensuring alignment between client expectations and training delivery
 - Liaises with clients and project leads as required; develops customized courses, or adapts course curriculum, as required to meet client needs; provides input to Coordinator and Program Director to support client contract set up
- Remains current in emergency vehicle operations and driver training, identifying changes in best practices and regulations and making recommendations for improvements to the Driver Education program and courses
- Collaborates and communicates with Driver Education team members, instructors, and other members of the JIBC team to ensure a strong team environment, a high level of trust within the team, and consistency of Driver Education training

Qualifications & Requirements:

Education and Training

- Relevant educational certificate or diploma; BC Provincial Instructor Diploma an asset
- ICBC Class 5 driver's license required; having an ICBC instructor's license or willingness to get it is an asset; Class 1 driver's license is an asset
- First aid certification is an asset
- Experience in advanced driving and emergency vehicle operations
- Policing experience an asset
- Experience with instruction and group facilitation
- An acceptable equivalent combination of experience, education and training will be considered

Knowledge, Skills and Experience

- Strong knowledge of emergency vehicle operation and the motor vehicle act

- Ability to effectively deliver instruction, and clearly communicate with students
- Ability to develop training content, including training objectives, instructional plans, and skills evaluations – or the ability to work as a subject matter expert with experienced curriculum developers
- Occupational Health and Safety knowledge relevant to vehicle and training operations, including safe management of fuel and other flammables and environmental spill response
- Ability and experience with scheduling, planning, coordination, record keeping, and project management
- Demonstrated initiative, flexibility, and resourcefulness to proactively resolve issues
- A high level of computer literacy, including proficiency with Microsoft Office applications (Word, Excel, Power Point, Outlook and Teams)
- Excellent interpersonal skills, and demonstrated ability to collaborate and communicate effectively with internal and external partners
- Strong customer service focus with a proactive approach to continuous improvement
- Physical requirements: working outside on feet for extended periods in all weather conditions, lifting, pulling, pushing up to 50+ lbs on a daily basis

Posting Date: November 30, 2022

Closing Date: December 12, 2022

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #22-113 via email to People and Culture at hr@jibc.ca.

For more information about this position, please contact: Joan Glover, Program Director, DEC, Security and Contract Training at jglover@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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