Date: January 30, 2023

Competition: #23-05

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position:	**Instructional Designer (Position #1000051)**
Division:	**Police Academy**
Reporting To:	**Instructional Designer, Curriculum**

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.

Position Summary:

Reporting to the Program Manager – Curriculum, this position is responsible for the design, development, review and revision of competency-based courses and programs to ensure they are aligned with Divisional and Institute strategic directions and also meet any required standards that are mandated by the Policing and Security Branch (PSB), Ministry of Public Safety and Solicitor General. This position is also responsible for the consistent application of defensible training methodologies during the creation of training and training materials to support standards, policies, and procedures for police across the Province of British Columbia.

Primary Responsibilities:

Curriculum Design and Development:
- Designs and develops defensible competency based curriculum that is aligned with Police Academy and Institute strategic directions and meets applicable PSB standards;
- Designs courses and teaching materials across all areas of the Police Academy for face-to-face, blended, and online delivery in accordance with Police Academy and PSB curriculum development guidelines;
  - Collaborates with subject matter experts, including the JIBC Centre for Teaching, Learning and Innovation (CTLI), and program managers to identify student learning needs, intended program/course outcomes, and program/course delivery requirements and constraints;
  - Develops course outlines;
  - Develops course plans/blueprints detailing content and lesson specification;

- o Identifies media requirements and collaborates with the project team (e.g., subject matter experts, program managers, web specialists, simulation specialists) on their development;
  - o Develops/writes curriculum content, learning resources, learning and teaching activities, and learning evaluation instruments;
- Implements sound instructional design and adult education principles that are defensible;
  - o Liaises with subject matter experts to ensure course content is current, accurate and reflects best practices;
- Researches emerging issues to ensure curriculum and programs reflect current trends in police training;
- Manages projects/timelines and workloads to meet objectives and deliverables.

Course Revisions:
- Collaborates with program managers, coordinator/instructors and subject matter experts on course review and revision activities, in accordance with Police Academy and PSB course review guidelines;
- Implements sound instructional design and adult education principles that are defensible;
  - o Liaises with subject matter experts to ensure course content is current, accurate and reflects best practices;
- Edits course manuals and materials.
- Other related duties, as assigned.

Qualifications & Requirements:
Academic:
- Related Master's degree preferred; may include but is not restricted to: Master's degrees in education, curriculum and instruction, distributed learning, educational technology.

Related Experience:
- Demonstrated experience in curriculum design and development based on best practice, including developing instructional design plans and guiding the development of learning outcomes, course outlines, learning activities, and assessment instruments;
- Experience designing teaching and learning environments for programs and courses for face-to-face, blended, and online delivery using Blackboard and other learning environments;
- Experience developing and using simulations and exercises;
- Experience conducting training needs assessments;
- Experience working with police, criminal justice or emergency services sector is an asset;
- Knowledge of the systematic instructional design process, curriculum development processes, and multiple content delivery models;
- Knowledge of performance-based learning solutions;
- Experience creating Course Training Standards considered an asset;
- Demonstrated experience constructing both eLearning and classroom based learning;
- Demonstrated technical writing and editing skills;
- Superior time management skills with demonstrated ability to manage multiple projects;
- Excellent interpersonal skills and the ability to build strong relationships;
- Demonstrated ability to work both independently and as part of a team;
- Strong familiarity with the Microsoft Office applications including Word, Outlook, Excel, and PowerPoint;
- Familiarity with Blackboard is preferred.

Other Knowledge/Training:
The following skills are required: ability to implement sound instructional design principles, develop instructional materials to address specific learner profiles, manage multiple projects with their shifting priorities and timelines, write and edit clear instructional materials, provide coaching and training, attend to detail, and evaluate and make recommendations regarding instructional design in various modalities. The Instructional Designer is required to complete projects to JIBC quality standards and within agreed upon timelines, budgets, and client specifications.

The incumbent is also expected to demonstrate the following:
- Excellent oral communication skills;
- Excellent technical writing and editing skills;
- Project management skills;
- Proven ability to work effectively as part of a team;
- Ability to work within timelines while balancing a demanding workload;
- Desire and ability to continually expand skills and knowledge as divisional needs evolve;
- Ability to work effectively and maintain professional relations with the public, faculty, staff and students;
- Highly motivated, independent self-starter who enjoys working in a collaborative team environment;
- Superior time management skills with demonstrated ability to manage multiple projects.

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.

Salary Range: **$78,195.26 - $86,883.50 per annum (Fair Comparison Job Level P3)**

Posting Date: **January 30, 2023**

Closing Date: **February 27, 2023**

Start Date: **ASAP**

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-05 via email to: People and Culture at hr@jibc.ca

For more information about this position, please contact: Chris Rattenbury, Program Director at crattenbury@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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