



**Date:** January 30, 2023

**Competition:** # 23-06

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

**Position:** Director, Health Sciences Division

**Division:** School of Health, Community & Social Justice

**Reporting To:** Dean, School of Health, Community & Social Justice

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**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.

**Health Sciences Division:**

Health Sciences Division (HSD): HSD trains first responders, emergency medical responders and paramedics, and regulatory practitioners in Canada and internationally. The Centre for Professional Health Education provides professional development and continuing health education programs and courses.

Join us to shape future education and training in paramedicine and professional health education in BC and beyond. This is an opportunity for a highly collaborative senior educational leader to bring your passionate about post-secondary health education and paramedicine to set the strategic direction for JIBC's Health Sciences Division, and contribute to public safety in BC.

You will lead a dedicated team, working to align curriculum with expanded professional standards, provincial licensing requirements, employer recommendations, and JIBC's strategic priorities, and to weave Indigenous ways of thinking, being, relating and doing with integral health science knowledge and skills that paramedics use to provide trauma-informed, culturally safe, and appropriate care for patients.

## Position Summary:

The Director, Health Sciences Division provides strategic leadership and administrative oversight to the Health Sciences Division to ensure the quality of its programs, as well as the positive contribution to the profession, key clients, and to JIBC, and ultimately to ensure the success of students. The Director sets and achieves goals for the division in curriculum and educational excellence, financial sustainability, client and student service, and team engagement and productivity.

This role ensures that HSD contributes to public safety in BC by aligning JIBC programs with the requirements and mandates of the Ministry of Post Secondary Education and Future Skills and BC Emergency Health Services. It also oversees professional health education delivered via national and international contracts and in continuing professional health sectors within BC.

As a key leader within the School of Health, Community and Social Justice, as well as the JIBC Senior Leadership Committee, the Director contributes to a broad range of strategic initiatives and ensures that HSD is aligned with the strategic goals and workplace culture of JIBC.

## Primary Responsibilities:

### Organizational Leadership

- Works within and across JIBC as a strategic leader; ensures alignment between the goals and deliverables of the division and the organization's vision, mission, and mandate; participates in Institute-wide planning processes; collaborates on cross-Institute initiatives; leads, develops and implements annual divisional plans; ensures key performance indicators for the division are established and achieved; provides reporting on progress and outcomes; deploys resources and exercises sound and disciplined financial management to achieve the division's financial and business objectives

### Relationship Management and Business Development

- Manages client and stakeholder relationships; ensures JIBC Health Sciences is positioned as the premier paramedic and allied health education programming provider in BC; oversees training contracts within the division; collaborates to increase visibility of the programs and promote training and develops effective enrollment strategies

### Educational Leadership and Regulatory Governance

- Oversees quality assurance processes within the Division; maintains external accreditations and regulatory body approvals; oversees the design, development, delivery, implementation and evaluation of programs, credentials, and contract training for the Division; oversees the student life cycle, ensuring student success is proactively managed and creating the systems and processes for a positive student experience; manages appeals and escalations regarding student conduct and academic integrity

### Team Leadership

- Creates a positive, healthy, and productive work environment conducive to innovation, quality instruction, and delivery of service; develops and monitors staffing and faculty models and plans; assists team members to define shared and individual goals, and coaches, motivates, and supports employees to achieve success; leads change management within the Division to increase adoption and integration of new approaches, tools, policies, and procedures

## **Finance and Administration**

- Leads the development and management of divisional operating budgets; is accountable for all revenues and expenses, and for ensuring the division and individual program areas are financially sustainable and achieve mandate and performance targets; integrates operational practices with JIBC systems, tools and shared services; oversees operational policies, procedures and practices across the division, ensuring sustained focus on efficiencies and student and client service.

## **Qualifications & Requirements:**

### **Academic:**

Relevant graduate / Master's degree, (such as health or education)

### **Experience:**

Experience at a senior leadership level in post-secondary education, within a relevant professional health faculty, and specific experience in

- Development, delivery and/or oversight of training and educational programs
- Managing large, complex budgets, and working with contracts
- Setting, monitoring and driving achievement of operational plans
- Leading multi-level teams and managing people in a unionized environment
- Current network within the paramedic / professional health services community, and understanding of paramedicine as a profession, and the Canadian / BC context

### **Other Knowledge, Skills, and Abilities:**

- Strong business and financial acumen
- Ability to provide strategic direction and monitor and adjust plans to achieve established goals
- Strong and confident decision-maker, with the ability to analyze and resolve problems
- Strong emotional intelligence, and proved ability to apply a trauma-informed approach to interpersonal relationships
- Proven ability to motivate and engage teams, while driving performance outcomes
- Effective delegation and ability to drive accountability
- Knowledge of adult education principles and pedagogy
- Ability to drive best-practice student experience, support student success, and resolve student issues
- Knowledge of educational and training program governance and quality assurance practices, and deep understanding of accreditation processes and requirements
- Strong project management skills, and experience planning and executing projects within established timelines and budgets
- Exceptional interpersonal and communication skills, and a collaborative approach to relationship building and client management
- Ability to influence others, and effectively manage multiple and conflicting needs between stakeholder groups
- Ability to drive innovation in practices and support teams through change
- Established practices for monitoring trends and maintaining professional expertise

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**Posting Date: January 30, 2023**

**Closing Date: Open Until Filled with a first review of applications on February 14, 2023**

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #23-06 via email to People and Culture at [hr@jibc.ca](mailto:hr@jibc.ca).

For more information about this position, please contact: Kent Highnam, Dean, School of Health, Community & Social Justice at [khighnam@jibc.ca](mailto:khighnam@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.



**Justice  
Institute**  
BRITISH COLUMBIA

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