



**Date:** March 2, 2023

**Competition:** #23 – 20

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME TERM POSITION  
(One Year Leave of Absence from BC Corrections with the possibility to extend)**

<b>Position:</b>	<b>Program Manager – Adult Custody, Corrections Academy</b>
<b>Division:</b>	<b>Corrections &amp; Court Services Division, School of Criminal Justice &amp; Security</b>
<b>Location:</b>	<b>New Westminster Campus</b>
<b>Reporting To:</b>	<b>Program Director, Corrections Academy</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.

## **Corrections and Court Services Division**

The Community and Court Services Division (CCSD) provides new hire training, professional development, and contracted services to three key BC Government ministries. The CCSD includes the Corrections Academy, the Sheriff Academy, Court Services, Youth Justice, Family Justice services and external contracted service delivery.

## **Position Summary:**

The Corrections and Court Services Division seeks an experienced individual, with passion for mentoring, educating, training and leadership, for the position of Program Manager within the Corrections Academy. Reporting to the Program Director, the incumbent manages the customized custody corrections training being delivered to BC Adult Corrections employees. Correctional supervisors or managers with BC Corrections who meet the qualifications are invited to apply. This term position is for one year and will be reviewed for possible extension at that time.

In collaboration with the Program Director, the Program Manager is responsible for the development, maintenance, and delivery of basic and advanced adult custody officer training (online, virtual, and face-to-face); the operational supervision of seconded adult custody supervisors JI Instructors and JIBC BCGEU program assistant staff; as well as the overall management of the program area.

The Program Manager will perform duties related to the coordination of training, onboarding, and training of new JI instructors; analysis and drafting of course content; updating of course and training site material; quality assurance; performance feedback, occasional classroom instruction and administrative duties. The Program Manager also contributes leadership in curriculum review, development and undertakes projects to further the strategic goals of both JIBC and BC Corrections. A detailed breakdown of responsibilities is outlined below.

## **Primary Responsibilities:**

### **Leadership**

- Collaboratively works with the Adult Custody Division in the recruitment and selection of instructors.
- Responsible for the supervision, leadership and management of staff and instructors in assigned area.
- Responsible for addressing and resolving staff performance and labour relations issues, as required.
- Completes performance appraisals and staff professional development planning for those under supervision.
- Authorizes leave, work assignments and schedules.
- Collaborates with other JIBC divisions and academies on common program(s) that benefit BC Corrections interests.
- Participates as a team member in the development and review of new programs and courses.

### **Managing, Coordinating, Planning, Monitoring and Administering**

- Supports and assists the Program Director in the development and monitoring of the yearly service plan.
- Consults with and makes recommendations to the Adult Custody Division regarding training needs.
- Monitors and provides training evaluations to staff and employer, as required.
- Liaising with the Adult Custody Division (JIBC) and Adult Custody training staff and supervisors for collaborative training opportunities. Liaising with other program areas of JIBC including Centre for Teaching Learning and Innovation, Technology Services, Registration, Office of Indigenization, Institutional Research etc.
- Responsible for course information placed on the Adult Custody Training Site (ACTS).
- Contributes to decision-making on matters related to course registration, enrollment, student tracking, and other student administration related processes.
- Prepare various reports, as required.
- Attends meetings and team events, as required.
- Acts for the Program Director when required.

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

- Supports and assists the Program Director with quarterly forecasting and monthly variance analysis.
- Meets with Finance, as required, and works with the Program Director to resolve any budgetary issues.
- Develops financial and planning documents as required.

### **Designing and Development**

- Conducts detailed training needs analyses on identified training topics.
- Develops learning objectives based on required competencies.
- Researches and writes course content; designs lesson plans, learning activities, and exercises based on learning objectives.
- Collaboratively works with the Adult Custody Division and Centre for Teaching, Learning and Innovation in the development and updating of online courses.
- Develops handouts, training materials, and other learning aids using software programs and/or multimedia technologies.
- As required, plays a leadership role in the design and development of multimedia-based training courses.

- Updates, organizes, and maintains the participant and instructor binders.
- Organizes and plans workshops, identifying resource people, and assisting in the booking of facilities.

### **Other Responsibilities**

- As required, participates in JIBC initiatives, committees and working groups; and
- Other related duties as required /assigned.

### **Qualifications & Requirements:**

#### **Education, Training and Experience**

- Masters or bachelor's degree in a related field or an acceptable equivalent combination of education, experience, and training.
- Completed BC Corrections recruit training in partnership with JIBC's Corrections Academy.
- Experience with adult education, training curriculum development and/or instructional design; and
- Experience instructing, facilitating, and educating.
- Previous education/training in supervisory skills, justice, leadership, management, business administration.

### **Knowledge and Skills**

- Five years experience working as a correctional supervisor or manager with BC Corrections.
- Comprehensive knowledge of BC Corrections (Adult Custody) policies, procedures, and standards.
- A proven working knowledge and a high comfort level with computer programs and systems, as well as CorrPoint and the Adult Custody Training Site (ACTS).
- Demonstrated knowledge of adult education principles and experience in developing culturally safe and relevant curriculum.
- Indigenous cultural competency and willingness to develop, honor and respect Indigenous teaching and learning.
- Strong leadership, coaching and mentoring skills.
- Highly motivated, independent self-starter who enjoys working in a collaborative team environment.
- Strong curriculum writing, editing and proofreading abilities.
- Excellent interpersonal, written, and oral communication skills.
- Demonstrated management or leadership skills that include ability to work in a team environment.
- Ability to be very organized and flexible as the situation arises.
- 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; and
- Highly respected by peers as a credible staff member who can function in a leadership capacity and serve as a leader in planning, monitoring, and evaluating training.

### **Related Experience**

- Experience as an instructor with the Corrections & Court Services Division, JIBC, with demonstrated satisfactory work performance.
- Experience as a trainer in a face-to-face environment.
- Experience writing, editing, and proofreading course materials (print and online).

### **Additional Information:**

- The successful applicant will be granted a general leave of absence without pay (Article 20.10 Master Agreement) from BC Corrections to JIBC. Please refer to the accompanying FAQ for more information on the leave of absence without pay;
- Position is limited to 1 year and will be reviewed at the end of the term;

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**Salary Range:** \$85,097 - \$94,552.58 per annum (Fair Comparison Job Level L3)

**Posting Date:** March 2, 2023

**Closing Date:** March 16, 2023

**Start Date:** April 1, 2023

**End Date:** One year from start date, with a review of the position at the end of the one-year term

Please submit a resume/CV, cover letter and *copies of academic credentials/ professional credentials*, quoting Competition #23-20 via email to: Human Resources at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Barb Collis, Program Director, Corrections & Court Services, [bcollis@jibc.ca](mailto:bcollis@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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