



Date: January 22, 2024

Competition: # 23-115A

**APPLICATIONS ARE INVITED FOR THE FOLLOWING
FULL-TIME TERM POSITION (UNTIL MARCH 2025)**

Position: Program Planner, Scope of Practice Implementation Program (Position #1000402)
Division: Health Sciences Division
Reporting To: Program Manager, Curriculum & Quality Assurance, Health Sciences

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:

This position provides support to the Paramedic Licensing Scope of Practice (LSOP) Expansion Curriculum Development Project and program areas involved in the project. The project involves curriculum development supporting the delivery of education for EMA levels EMR, PCP and ACP to bridge their current knowledge and skills to meet the new scope of practice changes.

Responsibilities will include project planning and administration; process mapping; faculty scheduling, communication and support; monitoring of instructional delivery; maintaining relationships with external stakeholders, development of business systems and effective internal procedures. This position will also be involved in supporting divisional staff with various curriculum and quality assurance projects including the preparation of documents for program development, program change, and/or program recognition for licensure.

Primary Responsibilities:

- Support CAST team members (HSD Program Planners and Program Manager, CQA) with CAST projects and activities
- Supports all aspects of project planning, course development and course delivery for the Paramedic LSOP Project
- Liaises with Project and Program Managers regarding development of course materials and document management

- Participates in implementation planning such as developing course schedules to meet enrolment targets and student needs
- Participates in the development, tracking and monitoring of project budgets
- Schedules faculty (sessional and contractors), confirms rates of pay and other details
- Confirms, creates, and communicates instructional assignments to faculty for tuition and contract activity
- Verifies instructional contracts and expense sheets and ensures invoices are processed in a timely manner
- Participates in the development of systems, processes and procedures to ensure effective and efficient program review, development and delivery
- Facilitates consistency across HSD with respect to data integrity and records management
- Provides support to divisional managers and participates in divisional work teams preparing documentation for new program approval, program changes, program recognition for licensure, etc., in support of educational excellence in programming
- Business writing, such as helping to draft and edit policy, procedures, technical manuals, and online course content under the direction of instructors/coordinators, program managers or directors
- Performing other related duties as assigned

Qualifications & Requirements:

- A bachelor's degree in a related field; or an acceptable equivalent combination of education, training and experience;
- Minimum of five years' experience in a similar administrative capacity, preferably within an education setting;
- Demonstrated ability to build and maintain internal and external relationships, work in a team environment and build rapport and trust;
- Advanced Microsoft Office experience with strong formatting and data management skills;
- Intermediate to advanced level with Blackboard and Colleague;
- Demonstrated ability to manage competing priorities;
- Excellent analytical and problem-solving skills;
- Excellent attention to detail and proven ability to meet deadlines;
- Strong collaborative leadership and conflict resolution skills;
- Demonstrated ability to exercise good judgment and sensitivity working with complex issues;
- Excellent interpersonal, written and oral communication skills;
- Proven ability to provide excellent customer service.

Additional Information

This position will be supporting courses delivered on campus and online and will be based out of our New Westminster Campus location. Hours of work will be Monday-Friday (:30am-4:30pm with 1 hour lunch). Hours of work to be determined in consultation with the hiring manager and may vary depending on operational need.

We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the Municipal Pension Plan after six months. In addition, we offer 15 vacation days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$2,302.30 to \$2,615.20 bi-weekly (BCGEU Position – Grid 18)

Posting Date: January 22, 2024

Closing Date: Open Until Filled

Please feel free to contact Ben Coulas (bcoulas@jibc.ca) for more information about this position.

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-115A via email to hr@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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