



Date: February 2, 2024

Competition: 24-06

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME TERM POSITION

**(This term is for a minimum One Year Leave of Absence from BC Corrections-
This posting may be used to fill future term or permanent vacancies in this position)**

Position: Coordinator/Instructor, Corrections Academy (Position #1000019)
Division: Corrections & Court Services Division, School of Criminal Justice and Security
Reporting To: Program Director, Corrections Academy

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:

Fully trained corrections officers and probation officers with BC Corrections who meet the qualifications are invited to apply for this time limited Coordinator/Instructor position, which will be reviewed after one year.

The position is responsible for creating (or supervising the creation of) all systems training material for both users and on-site trainers within the Community and Adult Custody Divisions of BC Corrections on an on-going basis. On-site or regional trainers deliver the provincial lesson plans to field staff and require ongoing updates and support from the Coordinator/Instructor. In addition, this position may provide support for CORNET and JUSTIN training to external justice stakeholders.

The Coordinator/Instructor is also responsible for ongoing updates to the systems curricula including lesson plans, training aids, training reference materials, and other content for alternate delivery modes (e.g. online e-learning), as well as, testing and maintaining training data bases (seeding data), and associated hardware (on-site government computers), that are applicable to all users.

This position plays a pivotal role as it is the only provincial training resource for CORNET and JUSTIN training for BC Corrections.

Primary Responsibilities:

Planning, developing, and updating training materials - 60%:

- Responsible for the development and ongoing quality assurance of all systems training materials for BC Corrections. This includes all material for adult custody centres and adult community offices; each with their own training requirements and varying policies and procedures to be considered;
- Develops and revises learning objectives based on required job competencies, policies, and procedures.
- Designs and develops lesson plans, learning activities, exercises, quick reference guides, handouts, assessments and other materials based on the learning objectives;
- Designs, enters and maintains seed data to facilitate the delivery of training;
- Tests and signs off on all systems updates that can impact training data bases;
- Oversees the management of the training data base allotments;
- Updates and maintains all materials for instructor and participant binders as policies, procedures and the systems themselves change;
- Determines what systems training would best be delivered via on-line/e-learning, and assists with the development of those courses;
- Creates and maintains a lesson plan matrix documenting the exact training to be delivered to each classification within BC Corrections;
- Creates, coordinates and maintains the community and custody training schedules and schedules trainers for each course.

Preparing, delivering instruction and evaluating trainees - 30%:

- Trains regional systems trainers on the provincially standardized lesson plans, evaluates the trainers and makes recommendations as to their future role as a regional trainer;
- Provides on-going support to regional trainers, answering technical questions, clarifying material, researching problems, etc.;
- Instructs on all facets of provincially standardized systems training, namely CORNET and JUSTIN to BC Corrections;
- Administers systems-based activities and assessments, and evaluates staff performance;
- Ensures training materials, aids, seed data, training facility and computer equipment are prepared and functional prior to class.

Perform other training and administrative tasks -10%

- Has functional supervision of the dedicated systems instructor, including training that person in the instructional aspects of the position, as well as assigning their training duties;
- Supervise community trainers while they are delivering training;
- Test new releases of CORNET and JUSTIN and on-going testing of various systems processes;
- Liaise with various client contacts (e.g. ITSD, Community Training Analyst, Community Program Analysts, Custody Training and Development Officer, Custody Program Analysts, OSU Manager);
- Ensures evaluations and attendance records are accurately completed after training and are submitted to Program Assistant for Colleague and ELMS entry;
- General coordination of all systems training;
- Participates regularly on BC Corrections training committees, such as the Training Advisory Group , or any other committee (e.g. Training Steering Committee) or working group, as required;
- Provides training-related reports, updates, statistics, etc., as required.

Qualifications & Requirements:

Please ensure that your cover letter and resume clearly outline how you meet the minimum qualifications of this position, as well as, any of the preferred qualifications noted below.

Minimum Qualifications:

- Post-secondary diploma or degree in a related field or an acceptable equivalent level of training and experience;
- Extensive working knowledge of CORNET and JUSTIN systems, and a minimum of years (2) years hands-on current experience using CORNET and JUSTIN as an administrative office staff/adult probation officer or corrections officer;
- In-depth knowledge of BC Corrections policies, procedures and standards related to systems;
- A minimum of two of the following preferred qualifications.

Preferred Qualifications:

- Training and strong working knowledge in the area of CSO calculations;
- Experience as a trainer/instructor in a face-to-face environment;
- Experience with online learning on Blackboard in the role of an instructor;
- Experience as an instructor with the Corrections and Community Justice Division, JIBC;
- Experience writing, editing, and proofreading course materials (print and online);
- Experience with online course design and development;
- Experience supervising staff in either a permanent or acting capacity;

Additional Information:

- The successful applicant will be granted a general leave of absence without pay (Article 20.10 Master Agreement) from BC Corrections to the JIBC. Please refer to the accompanying FAQ for more information on general leave of absence without pay;
- Position is limited to 1 year and will be reviewed at the end of the term;
- This posting may be used to fill future term or permanent vacancies in this position;
- Some travel is required.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits. 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:	\$86,668.40 - \$96,241.60 per annum (Fair Comparison Faculty Equivalent Job Level P3)
Posting Date:	February 2, 2024
Closing Date:	Open until filled, with a first review of candidates on February 16, 2024

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #24-06 via email to: People and Culture at hr@jibc.ca

For more information about this position, please contact: Jaydene Cormier, Program Director at jcormier@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.



LEARNING THAT TAKES YOU BEYOND

JIBC Term Employee Coordinator/Instructor, Corrections Academy (Leave-Of-Absence from BC Corrections)

Frequently Asked Questions 2024

(updated January, 2024)

What does it mean when you are on a "Leave of Absence"?

Being on a "Leave-of-Absence" or "LOA" means that you have been given approval by BC Corrections to temporarily discontinue your employment with BC Corrections to work for the Justice Institute of British Columbia (JIBC) for an approved period of time. Generally speaking, during the approved "leave" you would become a term employee of the JIBC. You will be subject to the terms and conditions of employment of JIBC including work expectations, applicable policies and procedures related to conduct, personnel and operational matters.

Please note that while on an approved leave, you will not be active in the BC Corrections payroll. You would be placed on JIBC payroll at the appropriate salary scale for an instructor.

What is the difference between "LOA" and "Secondment"?

A LOA is different than a "secondment". The simplest way to describe a secondment is that you are on "loan" from your regular position and would remain on the government payroll and benefit plan with the BC Corrections. The position advertised is not a secondment.

A LOA means that you become a JIBC term employee for an approved period of time and attached to the JIBC payroll and benefit plan.

What is the pay scale for this position?

LOA coordinators/instructors are placed on a pay scale for JIBC staff who are excluded from union membership. It falls under what JIBC calls the "Fair Comparison" group. As of this date, the current annual salary range for this position is \$86,668.40 to \$96,241.60.

Will I be eligible for benefits while employed at JIBC on a LOA?

Yes. In this instance, the normal waiting periods to be eligible for benefits will be waived. Dental, extended health and group life benefits coverage will become effective the first of the month following the date you are hired by the JIBC.

How about my pension plan?

The College Pension Plan provides pension income for senior administrators, managers and faculty members of British Columbia colleges.

Enrollment in the College Pension Plan for term employees is mandatory when an employee's earnings in a calendar year meet or exceed 50 per cent of the year's maximum pensionable earnings (YMPE).

Once enrolled, contributions will continue regardless of change in employment status (e.g. "term" or "regular"), until termination of employment or retirement.

The College Pension Plan is a defined benefit plan. This means your pension is based on how many years you made contributions to the plan and the average of your highest five years of salary (not necessarily your last five years). It is not based on your contributions to the plan or on the performance of the plan's assets.

For more information about the College Pension Plan visit:
<https://college.pensionsbc.ca/guide-for-new-members>

If I require more information about payroll, benefits or pension matters associated with JIBC employment, who can I contact?

Please contact the Human Resources Advisor at the JIBC, (604) 528-5623.

Do I continue to be a BCGEU member and continue paying union dues?

No. This position is excluded from union membership. Please note that you will not accrue service seniority as a BCGEU member in your regular position while on a LOA to JIBC.

When my term finishes at JIBC, is my position guaranteed back with BC Corrections?

Yes, you are entitled to your position at the same official classification prior to your working at JIBC. Generally speaking, for longer-term LOAs, you are entitled to your position back in your region but not necessarily the same office or centre. The implications of your post-JIBC term should be discussed with your Local Manager, Regional Director or Assistant Deputy Warden of Staffing.

What are the work hours?

The position is based on a 35-hour work week. Work hours are generally anywhere between 7:30 - 8:30 a.m. to 4:30 - 5:00 p.m. There are no "Flex" days; however, if you are on a full-time term position, you are entitled to 10 "Personal Days" for the year to be taken at your discretion with the approval of your supervisor. Due to the nature of on-line course work there may be different work schedules or work from home arrangements made with the supervisor. On occasion, there may also be some evening and weekend work in order to meet deadlines or to accommodate travel.

Where is the work location?

JIBC, New Westminster campus. This position requires in person training at JIBC, supervision of staff and a training program at JIBC.

Is there travel involved?

There may be travel involved from time to time away from JIBC, but it is not anticipated that it will be frequent.