



JOB POSTING

Date: September 30, 2019

Competition: #19-71

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position:	Program Manager, Centre for Counselling and Community Safety
School:	Community & Social Justice Division, School of Health, Community & Social Justice
Location:	New Westminster, British Columbia
Reporting To:	Program Director, Centre for Counselling and Community Safety

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator – a public post-secondary educational institution that has earned a worldwide reputation for excellence and innovation. JIBC educational programs and services are delivered to government agencies, community organizations, private corporations and the general public in communities throughout the province and around the world. Each year, the JIBC's distinctive applied educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

School of Health, Community & Social Justice:

The School of Health, Community & Social Justice (SHCSJ) consists of two Divisions: Health Sciences Division (HSD) and Community and Social Justice (CSJ). Community and Social Justice Division consists of three centres: Centre for Counselling and Community Safety (CCCS), Centre for Leadership (CL), and Centre for Conflict Resolution (CCR). The School offers a wide range of interdisciplinary programs and courses in counselling and community safety, leadership, conflict resolution, mediation and negotiation, as well as courses and programs in paramedicine and professional health education.

Position Summary:

Centre for Counselling and Community Safety (CCCS) seeks an experienced manager with business acumen and an educator's background, including curriculum development experience and expertise, for the position of Program Manager. Reporting to the Program Director, the incumbent is responsible for all aspects of program management including development and delivery, business and client development, financial matters, and academic advising for prospective and current learners within CCCS. This position will support the Centre's work with diverse programming (contract and tuition based) including courses and credentials in complex trauma, trauma informed practice, expressive play therapy, and substance use.

Primary Responsibilities:

Working closely with the Program Director and in collaboration with Centre staff, this position is responsible for:

Program Development, Delivery & Management

- Managing program areas, including: business development, needs assessment, course design, development, and evaluation, financial management, and supervision of instructor assignments.
- Conducting program reviews and course evaluations for assigned program areas, ensuring compliance with JIBC governance structures, policies and guidelines.
- Revising courses and programs to ensure relevance, currency and alignment with JIBC's experiential teaching and learning model.
- Monitoring trends and developments in assigned program areas and leading the development of new credentials and courses.
- Working with instructors, instructional designers, Indigenous and other communities, and professional associations and organizations, to ensure that courses, programs and products developed reflect current theory, cultural safety and relevance, use of appropriate educational technologies, best practices and latest in skills development.
- Managing faculty, including recruitment, training, and performance management.

Business & Client Development

- Developing a strong business model approach to the identification, development and delivery of programs/courses in assigned program areas (for both tuition and contract offerings).
- Providing consultation and direction to students, agencies and organizations seeking assistance and guidance on training and professional development needs/opportunities.
- Monitoring business/sector trends.
- Monitoring government sites for and preparing responses to relevant RFP opportunities.
- Preparing and delivering presentations in support of Centre business development.
- Establishing and maintaining client relationships.

Financial Management

- Managing program area finances including: budgeting, variance reporting, and forecast development.
- Deploying resources to ensure financial objectives/targets for program delivery are met.
- Monitoring tuition and contract revenues and expenses and related financial matters and applying mitigation strategies as required.
- Reviewing and approving invoices, time sheets, expense claims, and leave forms within area of responsibility.

Other

- Collaborating with other CSJ centres, JIBC divisions and academies on common program interests.
- Participating in CSJ Leadership Team.
- Facilitating presentations for stakeholders and potential clients as needed.
- Representing the Division on relevant JIBC committees.
- Other related duties as assigned.

Qualifications & Requirements:

Education and Training

- Master's Degree in a relevant field (adult education, child welfare, social services, counselling) or an acceptable equivalent combination of education, training and experience.

Knowledge, Skills and Experience

- Minimum 5 years' experience in a similar capacity, preferably within a post-secondary education setting;
- Demonstrated knowledge of current adult education, counselling and/or social services theories and trends;
- Experience in and commitment to excellence in culturally safe and relevant curriculum development;
- Experience managing complex programs and projects;
- Experience with financial management and oversight;
- Demonstrated ability to build internal and external relationships, work in a team environment and build rapport and trust;
- Strong collaborative leadership skills;
- Proven ability to market courses and programs;
- Experience writing proposals, business cases and briefing notes;
- Demonstrated ability to exercise judgment and sensitivity working with complex issues;
- Excellent interpersonal, written and oral communication skills;
- Experience working with Indigenous communities is an asset.

Salary Range: \$80,189 - \$89,099 per annum (Fair Comparison Job Level L3)

Posting Date: September 30, 2019

Closing Date: October 17, 2019

Start Date: ASAP

Please submit a *resume/CV, cover letter and copies of academic credentials* quoting Competition #19-71 to: E-mail: hr@jibc.ca

For more information, please feel free to contact:

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Community Safety
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Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

