

# JOB POSTING

**Date:** September 30, 2015

**Competition:** # 15-38

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

**Position:** Program Director  
**Division:** Office of Indigenization  
**Reporting To:** Laureen Styles, Vice President, Academic

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**Summary:**

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 exceptional continuing education for work and career-related learning and development; internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; and customized contract training for all levels of government and related agencies, industry, business, and private organizations. Our education provides professionals with the knowledge, skills, and abilities to excel at every stage of their career contributing to safer communities and a more just society.

In support of JIBC's mission and vision, Academic and Strategic Plans, the primary purpose of this position is to direct, manage, and undertake activities to advance Indigenization and Aboriginal education/services at the institute in collaboration and coordination with Schools, Offices and Divisions. This position also oversees curriculum development activities that is undertaken with program faculty and staff to enhance indigenization of curriculum; coordinates and manages contract activity; and facilitates institutional approaches to strengthen responsiveness to Aboriginal learners, communities, and organizations.

This position brings management and leadership skills; knowledge of adult education, instructional skills, online and face-to-face curriculum design and development; business development skills; and strong relationship development, facilitation, and organizational abilities. Included in this role is contributing to strategic planning, setting measurable goals for the Office, financial management, staff and faculty recruiting and supervision, and project management.

**Primary Responsibilities:**

**Program Development and Management:**

- Manages the design, implementation, and delivery of various indigenization initiatives and activities.
- Provides leadership, advice, and support with employees regarding Aboriginal protocol and practices.
- Identifies and recommends opportunities for strategic and operational alliances throughout the province and assists employees in developing relationships with Aboriginal communities and organizations.
- Establishes and maintains positive relationships with other post-secondary institutions specific to Aboriginal education, Aboriginal communities and organizations, government ministries and funding agencies.
- Acts as a leading resource person in matters of indigenization, Aboriginal education, Aboriginal learners and policy and procedure related to same.
- Manages the Aboriginal Education Advisory Council including meeting scheduling and facilitation, membership, consultations and follow up.
- Seeks opportunities for research projects, participate and/or manage any projects.
- Identifies, recruits and oversees research associates as required.
- Contributes to the Schools/Divisions overall directions and operations through leadership team meetings, staff meetings and general interactions with division personnel and the Deans.
- Facilitates, coordinates, and implements various activities and approaches to foster awareness and understanding of Aboriginal history, cultural practices, traditions, ways of knowing, and knowledge.
- Monitors business/sector trends and contributes to Schools' business approaches.

**Management, Supervision and Leadership:**

- Manages the performance of employees including: hiring, training, disciplining, and if necessary, terminating.
- Oversees ongoing staff development to ensure that current standards are meeting the needs of the institute.

- Develops and monitors work plans, project plans or other tools to help guide and support the implementation of the Indigenization Plan.
- Arranges and facilitates meetings and other collaboration of personnel (internal and external) to accomplish work requirements.
- Utilizes effective project management to manage institutional contracts and relationships.
- Identifies potential and maintains existing relationships including client-relationship management in collaboration with Schools.

#### **Business Development:**

- Develops and implements plans to increase enrollments and contracts in collaboration with Schools and aligned with Strategic Enrolment Management plan.
- Undertakes external relations activity with Schools and President's Office
- Develops other revenue streams as appropriate in consultation/collaboration with Schools.
- Establishes and maintains effective relationships with a variety of external contacts including individuals, organizations, agencies, and government ministries.
- Secures agreements for the delivery of educational offerings as required.
- Consults with and interviews prospective faculty/staff for contract activity in collaboration with Schools and participates in faculty selection processes as requested.
- Prepares hiring documentation, contracts, course development agreements, and instructional agreements for the review and approval of the Vice President Academic.
- Supervises day-to-day activities of direct reports, providing guidance.
- Ensures that all contract-related requirements are carried out as needed.
- Ensures the implementation of effective regular communication mechanisms.
- Seeks opportunities for research projects, participates and/or manages any projects.
- Identifies, recruits and oversees Research Associates as required.

#### **Finance and Administration:**

- Develops draft budgets, monitors revenues and expenses and undertakes reporting as required
- Deploys resources to ensure financial objectives for activities are met.
- Develops and contributes to business practices and processes necessary for effective operations.
- Utilizes project management methodology and prepares/maintains required documents.
- Actively seeks out, monitors, and reports on programming opportunities.
- Collaborates with Institutional Research for data reporting/requests.

#### **Additional Responsibilities:**

- Establishes and maintains effective internal working relationships throughout the JIBC and seeks opportunities to collaborate in support of indigenization and the Indigenization Plan.
- Leads planning, development, organizational and problem solving activities related to the Office effectively addressing administrative, operational and management matters.
- Instructs applicable Aboriginal-focused courses as required.
- Facilitates Aboriginal education/services presentations as required.
- Participates in relevant JIBC committees.
- Participates in community-based committees/working groups.
- Travels occasionally on business development or for marketing/recruiting events.
- Performs other related duties as assigned.

#### **Qualifications & Requirements:**

##### **Academic:**

Master's degree in an applicable discipline; may include—but is not restricted to education, curriculum and instruction, distributed learning, educational technology, social science. A Master's near completion may be considered in combination with related experience.

##### **Related Experience:**

A minimum of five years relevant experience in adult education, curriculum and/or program delivery with Aboriginal learners and organizations including project management, with extensive in-depth knowledge of cultural protocols, history and ways of knowing of Aboriginal peoples. Experience in the post-secondary sector is preferred.

**Other Knowledge/Training:**

- Knowledge and experience in curriculum development processes, adult education principles, and multiple content delivery models.
- Current with latest developments and trends in Aboriginal education and Indigenization of curriculum.
- Demonstrated ability to lead teams and build rapport and trust.
- Demonstrated ability to manage a number of projects/timelines and workloads simultaneously to effectively meet objectives and deliverables.
- Demonstrated ability to exercise judgment and sensitivity when working with complex issues.
- Proven ability to market programming and write proposals.
- Proven experience and success in Aboriginal education administration.
- Excellent technical writing and editing skills.
- Excellent interpersonal and communication skills.
- Experience in applying research findings/leading practice for indigenization of curriculum.
- Exceptional customer service skills including a working knowledge of quality improvement systems.
- Computer literacy in Microsoft Office.
- Positive, energetic and enthusiastic; a proven relationship builder with a collaborative work style who can also take initiative and work independently.
- Demonstrated commitment to high standards in culturally appropriate curriculum and Aboriginal learners' experiences, and service to Aboriginal organizations and communities.
- Occasional travel is required.

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**Salary Range:** \$85,565 - \$95,072 per annum (Fair Comparison Job Level ML4)

**Posting Date:** September 30, 2015

**Closing Date:** October 26, 2015

**Start Date:** ASAP

Please submit a resume, covering letter and *copies of academic credentials*, quoting Competition #15-38

E-mail: [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact:

Laureen Styles  
Vice President, Academic

604-528-5635

[lstyles@jibc.ca](mailto:lstyles@jibc.ca)

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, Aboriginal peoples and persons with disabilities.

