



Program Development Officer (Permanent, Full Time)

ABOUT THE POSITION

If you have a passion for developing programs in a challenging and fast paced environment, this is a great opportunity for you!

ITA is seeking a full-time Program Development Officer (PDO) to join our Standards team. Reporting to the Manager, Program Standards, the PDO will be a key individual who works closely with subject matter experts in the field and program instructors to ensure that the trades training delivered in British Columbia meets the current needs of Industry. This multifaceted role will require a passionate educator/training professional who enjoys stakeholder relationship building, standards development and assessment.

This position has no direct reports and is a permanent, full time position.

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!

Submit your cover letter and resume in PDF format, quoting the job title in the subject line by **Wednesday, January 27th at 12pm** to HumanResources@itabc.ca

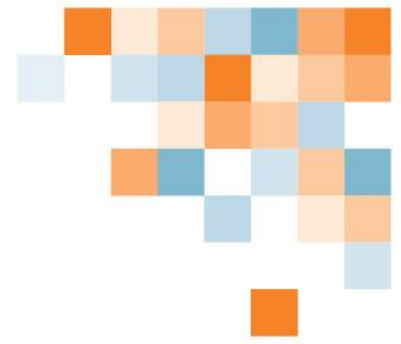
RESPONSIBILITIES/ACCOUNTABILITIES

PROGRAM DEVELOPMENT

- Organize, coordinate, and prepare for workshops, webinars, internal and external meetings with SMEs, instructors and other trades training system stakeholders.
- Facilitate consensus building among SMEs related to program development and implementation; and develop standardized tools such as multiple-choice exams and practical assessments designed to assess candidate competency.
- Contribute to the development of new programs.
- Perform maintenance on current programs: completion requirements, content, assessment tools, and implementation strategies.
- Work with jurisdictional counterparts to develop national standards and assessments for trades programming.

PROJECT MANAGEMENT

- Plan and prioritize multiple projects by prioritizing tasks, coordinating the availability of multiple stakeholders/SMEs; establish operational milestones to meet implementation deadlines, while operating within set budgets.

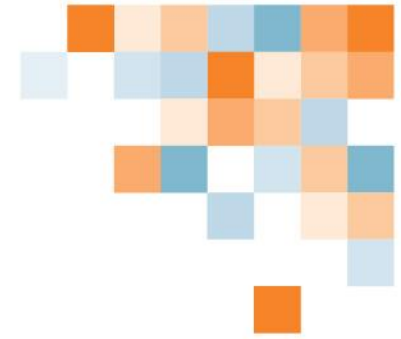


INFLUENCE & PRESENTATIONS

- Develop and present findings for program outlines and other related items to external and internal partners including Articulation and Program Advisory Committees, Industry groups, Associations and Senior Leadership/Management.
- Assist other departments in researching and resolving issues related to Program Standards.
- Develop strong relationships with trades industry experts and trades training instructors throughout the province.

EDUCATION/EXPERIENCE

- Experience in technical writing, occupation standards and development training, exam validation theory and methodology.
- Experience developing performance standards, practical assessments and exams.
- Demonstrated ability to develop/organize and facilitate meetings/workshops and report on results.
- Intermediate-to-advanced level of experience with a variety of software programs and services including the MS Office suite, webinar, and live chat applications.
- Background in trades training and program development considered an asset
- 5 years' work-related industry experience and/or experience with similar stakeholder groups.
- Associate Degree, Trade or Tech. school in Education, Learning & Development or equivalent is required
- Articulate communicator with excellent written and verbal communication skills.
- Effectively deal with a variety of stakeholders in a diplomatic and professional manner; maintain dignity and respect.
- Attentive during conversations; persuasive influencer.
- Identify issues and takes the initiative to create a plan to resolve it.
- Ability to work independently and within a team with minimal supervision.
- Ability to multitask in a dynamic setting while maintaining sight of all competing priorities.
- Strong attention to detail with the ability to detect and correct errors efficiently
- Ability to build and maintain strong internal and external relationships.



WHO WE ARE

The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.



COMPENSATION

Annual Salary Band 5: \$70,250 - \$90,150

Salary to commensurate with experience. The ITA offers a highly competitive benefits package and perks which include:

- Flexible working schedule, floater days, and a 37.5 hour work week.
- Eligible for pension contributions.
- Healthy Living Program
- Generous Professional Development Plan
- Extensive Extended Health and Dental Plans that are 100% employer paid

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume in PDF format by email before the closing date listed on our careers page to HumanResources@itabc.ca. All applicants will receive an emailed response confirming receipt of their resume submission.

We kindly ask that applications be sent by email and we ask for no phone calls please. Due to the high number of applications the ITA receives, only applicants who are selected for an interview will be contacted. Recruitment for this role may be subject to a background check.

ITA is committed to providing a healthy and safe environment for all its employees and recruitment candidates. With that, our hiring process will occur in a virtual environment. We sincerely thank all applicants for their interest to join ITA.
