

## Program Development Officer (*contract, full-time*)

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### ABOUT THE POSITION

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



The Program Development Officer (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.

Program Standards is currently seeking a temporary Program Development Officer for approximately 18 months.

### RESPONSIBILITIES/ACCOUNTABILITIES

#### *Program Development:*

- Work with subject matter experts (industry and instructional) to define standardized training outcomes which training providers can follow to develop curriculum and deliver training.
- 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.

#### *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.

#### *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.

## EDUCATION/EXPERIENCE

- Post-secondary education or equivalent in Training Development is required.
- Experience developing performance standards, practical assessments and exams.
- Demonstrated ability to develop/organize and facilitate meetings/workshops and report on results.
- Experience in technical writing, occupation standards and development training, exam validation theory and methodology is an asset.
- Trade certification is considered an asset.
- 5 years' work related industry experience and/or experience with similar stakeholder groups
- Proven ability to build and maintain strong working relationships with individuals and organizations.
- Skilled at verbally communicating information in a way that creates understanding, captures interest and gains support.

## WHO WE ARE

SkilledTradesBC is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. SkilledTradesBC provides strategic leadership, policy support and customer services to help apprentices, employers and industry. SkilledTradesBC 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

Salary Band D: \$70,775.00 - \$95,755.00

SkilledTradesBC offers a highly competitive benefits package and perks which include:

- Hybrid work schedule, floater days, and a 37.50-hour work week
- Eligible for pension contributions
- Lifestyle Spending Account, on-site gym
- 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 (PDF format) by the closing date on our careers page by email to [humanresources@skilledtradesbc.ca](mailto:humanresources@skilledtradesbc.ca). Be sure to include your name and the position you are applying for in the subject line**, or your application may not reach the appropriate person.

*At SkilledTradesBC, we are committed to diversity and inclusion to ensure that everyone can be their best, authentic self at work. We strive to remove barriers that affect marginalized communities in our recruitment processes. We encourage all qualified applicants to apply.*

*We kindly ask that applications be sent by email only - no fax or mail applications - and we ask for no phone calls please. Due to the high number of applications the SkilledTradesBC receives, only applicants who are selected for an interview will be contacted.*

*SkilledTradesBC currently operates in a hybrid work environment which encompasses working remotely and in-office.*