

## Exam Development & Maintenance Officer (*permanent, 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!



*Program Standards department is currently seeking one (1) Exam Development & Maintenance Officer to join the team.*

The Exam Development & Maintenance Officer ensures proper maintenance, peer review and analysis of SkilledTradesBC Exams. The Officer works closely with the Team Leads, Program Development Officers and subject matter experts to ensure that exams are developed and maintained to the highest standard ensuring validity, reliability and wherever feasible, secure.

### RESPONSIBILITIES/ACCOUNTABILITIES

#### *Exam Maintenance:*

- Provide oversight and support for Program Development Officers doing exam maintenance and development work.
- Follow, maintain, and refine the peer review process.
- Act as liaison between the Exams department and Program Standards for all communication related to Exam implementation and maintenance.
- Facilitate the review, provide support, and consult with subject matter experts to maintain SkilledTradesBC exams.
- Create exams using appropriate software.
- Attend Red Seal exam workshops where appropriate.

#### *Analysis:*

- Analyze exams and create action reports for exam development.
- Develop, monitor, refine the exam development process, maintain protocols and ensure BC is aligned with National Red Seal Policy and Procedures.
- Facilitate workshops with subject matter experts as needed.
- Monitor exam result data and provide recommendations to Program Development Officers, and the Manager of Program Standards as needed.

- Report exam result trends to Manager of Program Standards and Program Development Officers.

## *Education:*

- Build understanding of the exam process with a variety of other stakeholders through the development and delivery of presentations, answering questions, and serving as a key point of contact.

## **EDUCATION/EXPERIENCE**

- A post-secondary in Education or related field is required; combination of education, work experience, and training will be considering.
- 1-3 years of experience in exam development and maintenance or working in education.
- A strong understanding of SkilledTradesBC Program Standards and program development processes is required.
- Demonstrate experience developing practical assessments is necessary.
- Ability to lead projects and maintain multiple priorities and timelines.
- Strong writing skills and experience editing in plain language.
- Experience facilitating workshops with groups of Subject Matter Experts as needed.
- Knowledge of intermediate MS office, and general computer proficiency

## **WHO WE ARE**

SkilledTradesBC is a crown corporation 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 - \$95,755

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.*