



JOB POSTING

Date: May 10, 2018

Competition: # 18-30

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

Position: Program Manager, International Programs and Partnerships
Division: Office of International Affairs
Reporting To: Stu Ruttan, Dean, School of Criminal Justice & Security & Office of International Affairs

Summary:

The Program Manager, International Programs and Partnerships, provides leadership and direction in developing, managing and implementing strategies in international affairs related activities in support of the JIBC international strategy. These activities include: identifying business development opportunities, through existing and new external provider and agency partnerships that have the potential to deliver increased student numbers onshore and offshore while enhancing the international reputation of the Institute; set targets for overseas programs; developing and delivering business plans and budgets to achieve them; building strong, collaborative working relationships at the most senior academic and business levels both internally and externally; overseeing communication and contract processes.

The incumbent is also responsible for supporting and liaising with all JIBC programs involved in international education and training activities, including study tours, exchange activity and new program development.

Primary Responsibilities:

Leadership and Supervision

- Providing leadership and supervision to the Program Support Administrator including hiring, training, role and duties, and managing performance;
- Liaising closely with academic staff within JIBC and, as required, the instructors engaged in international visits.

Management and Development of International Markets

- Researching and analyzing market data to identify potential for achieving business growth in defined international markets via collaborative relationships with governments, academic institutions, and other relevant partners;
- Setting student recruitment and partnership targets for the specific international market/territory, working in conjunction with other managers across the institute;

Primary Responsibilities cont'd:

- Developing an annual international business development plan for JIBC that will achieve agreed-to targets, collaborating with departmental and divisional leads within specific disciplines during the planning process, advising them as required to ensure relevant and achievable objectives are set and appropriate strategies determined with senior management;
- Managing the effective implementation of the approved international strategy, leading the delivery in close collaboration with internal Institute stakeholders, with the emphasis on leading negotiations at the most senior levels within overseas partners;
- Formulating and executing market entry strategies in overseas markets.

Business Development

- Consolidating and building on existing relationships and developing new collaborations with the Canadian government as well as foreign High Commissions and Embassies on a planned basis, demonstrating high levels of personal effectiveness and credibility and thereby enhancing the international reputation of the Institute;
- Presenting strategies, plans, and recommending performance indicators and evaluating progress towards achieving goals in the specified sectors;
- Creating templates and work-flow processes for the JIBC pertaining to international contract negotiations ensuring consistency across the Institute and ensuring institutional risk is minimized;
- Negotiating and closing contracts with internal and external stakeholders and partners;
- Creating and managing the international office budgets;
- Providing leadership in risk management in all aspects of risk such as financial, reputational, security, etc. are considered and addressed.

Qualifications & Requirements:

- Minimum requirement is a Bachelor's degree in international relations, education or business, or a related field, and preference will be given to candidates with a Master's Degree in international education, business, marketing, or international relations preferred.
- Five or more years' progressively responsible experience in international education is a requirement.
- Possession of a second language is preferred.
- Demonstrated knowledge of global post-secondary markets and to possess the analytical skills needed to synthesize conclusions from a large number of information sources.
- Ability to travel internationally, as required.
- Experience in recruitment of international students for study in Canada and/or overseas.
- Proven track record of working within an existing collaborative partnership relationships.
- Experience of working effectively within different cultural environments.
- Proven track record in establishing and developing collaborative relationships/strategic partnerships in relevant market sectors in Canada and/or overseas
- Excellent written and verbal communication skills, including first-rate presentation skills.
- Effective planning and organizational skills.
- Proven ability to work independently and in support of others.

Qualifications & Requirements cont'd:

- Ability to work effectively within a team when required whilst demonstrating a high level of self-motivation and a proven ability to operate autonomously and proactively to meet objectives when working independently overseas.
- Skilled negotiator, able to engage and influence opinion and decision-making at senior management level.

Salary Range: \$78,809.93 - \$87,566.59 per annum (Fair Comparison Job Level L3)

Posting Date: May 10, 2018

Closing Date: May 31, 2018

Start Date: ASAP

Please submit a resume and covering letter quoting Competition #18-30 to:

E-mail: hr@jibc.ca

For more information about this position, please contact:

Stu Ruttan
Dean, School of Criminal Justice & Security and Office of International Affairs

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Email: sruttan@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.

