Manager, Academic Standards and Evaluation

Do you have a passion for adult education and are a strategic thinker? Are you a results oriented leader who thrives in the development and evaluation of operational policies and performance standards?

If so, consider this rewarding opportunity to showcase your leadership skills in leading a full cycle of curriculum development, examination administration, and stakeholder engagement with the Office of the Fire Marshal and Emergency Management Division.

Click here to visit our website to learn more about us.

The Ministry of the Solicitor General offers a comprehensive and competitive compensation package, including:

- A defined benefit pension plan
- Maternity and parental leave top-up benefits
- A comprehensive health and dental plan
- Life and disability insurance
- A progressive work environment that promotes work/life balance
- Flexible learning and developmental opportunities, including online, training and mentorship programs
- Opportunities for career advancement and specialization

The Ontario Public Service has been chosen as one of:

- Canada's Top 100 Employers
- Greater Toronto's Top 90 Employers
- Canada's Best Diversity Employers
- Canada's Greenest Employers
- Top Employers for Canadians Under 40

What can I expect to do in this role?

Reporting to the Principal of the Ontario Fire College, you will:

- Lead the development of a strategic framework and processes for the delivery of the Fire Services testing/certification mandates of the Office of the Fire Marshal and Emergency Management.
- Manage the design, development, administration, and delivery of standardized curriculum, knowledge examinations and skills evaluation programs.
- Lead operational and procedural program evaluation, training and education delivery analysis, and identify gaps and training needs.
- Provide overall management of projects and project teams in the development and implementation of operational policy, education materials, curriculum standards, and evaluation criteria, in line with program, policy, and regulatory intent.
- Lead the development, update and refinement of program-related operational policies.
- Lead the assessment and management of emerging issues and trends impacting on program delivery and effectiveness.
- Chair or participate on senior level corporate and stakeholder committees, work groups, special projects and initiatives.
- Develop and sustain internal and external stakeholder relationships to coordinate shared interests.
- Lead and manage a team in the delivery of program or service operation.

Location: Toronto

How do I qualify?

Leadership and Operational Management skills:
• You have demonstrated leadership skills to foster an inclusive and engaged team and environment of continuous learning, improvement and excellence.
• You have demonstrated operational management experience to multi-task and lead a full range of curriculum and examination activities.
• You can manage staff, set work priorities, evaluate performance and manage employee relations issues.
• You have strong project management knowledge to manage the delivery of program plans, initiatives and goals.

**Specialized Knowledge and skills:**
• You have knowledge in adult education/training methodologies, including needs assessment, program design, training system strategies to provide strategic expertise and leadership in the development, implementation and evaluation of a comprehensive ministry/province-wide testing and evaluation system, and standardized training certification program.
• You have knowledge in program design, to lead the development of programs and standards and support the development of performance metrics and reporting of program effectiveness.
• You have the ability to determine the linkages between Fire Services best practice standards and policy objectives and legislative/regulatory obligations.

**Communications, Stakeholder Relations and Negotiation skills:**
• You have highly developed conceptual ability as well as communication and presentation skills to prepare comprehensive reports, recommendations and presentations.
• You have excellent interpersonal, negotiation, and stakeholder management skills to establish linkages with a diverse group to fulfill the curriculum mandates (e.g. community and private career colleges, Fire Services, training officers, etc.).

**Other Essential skills:**
• You have excellent planning, analytical and policy/program development skills to implement policies and programs, lead program evaluation, assess impacts and identify service delivery issues and linkages with partners.
• You have issues management skills to address complex and contentious inquiries, complaints.
• You have strong strategic orientation to shift strategic focus and activities quickly, respond to changing priorities, establish courses of action and work under pressure and within deadlines.

**Salary Range:** $79,720 - $118,198 per year

**Additional Information:**
• 1 Permanent, 25 Morton Shulman Ave, Toronto, Toronto Region, Criminal Record Check

**Note:**
• In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

   Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Talent Acquisition Branch (TAB), HR Service Delivery Division (HRSDD) to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

   A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

Please apply online, only, by **Wednesday, March 25, 2020**, by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers)
and entering **Job ID 148691** in the Job ID search field. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at [www.gojobs.gov.on.ca/ContactUs.aspx](http://www.gojobs.gov.on.ca/ContactUs.aspx) to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario’s *Human Rights Code*.

[www.ontario.ca/careers](http://www.ontario.ca/careers)