

**College of Immigration & Citizenship Consultants**

Manager, Professional Standards and Education

**About the College of Immigration and Citizenship Consultants (the College)**

The College is the authority mandated by the Government of Canada to regulate the practice of Regulated Canadian Immigration Consultants (RCICs) and Regulated International Student Immigration Advisors (RISIAs). Its role, authority and powers are established in the *College of Immigration and Citizenship Consultants Act* (Canada).

The College regulates immigration and citizenship consultants in the public interest and protects the public by:

* Establishing and administering qualification standards, standards of practice, and continuing education requirements for licensees;
* Establishing and providing training and development programs for licensees;
* Ensuring compliance with the Code of Professional Conduct; and
* Undertaking public awareness activities.

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The **Manager, Professional Standards and Education** manages the professional standards and education functions for the College to ensure applicants and licensees attain, and maintain, the required skills, competence, and behaviours through pre- and post-licensing education, mentoring, remedial education, continuous professional development, and other programming as required. This includes managing the design, development, re-design, and implementation of the College’s customized learning experiences. The incumbent is a member of the Department management team and contributes to the direction and ongoing operational improvements of the Department.

**About the Role**

The Manager reports to the Director of the Professional Standards, Research, Education and Policy Department and contributes to the direction and ongoing operational improvements of the Department.The Manager will oversee the operations of the Professional Standards and Education Unit, developing and executing on the Unit’s strategy. They will lead, mentor and manage a team responsible for managing the development, maintenance, interpretation and quality of the College’s professional and certification standards for entry-to-practice education, post-licensing professional development and accreditation of pre- and post-licensing programs.

This will include providing expertise and management of the needs assessment, design, development, implementation, evaluation, monitoring, and revision of digital and blended learning solutions, programs, and materials to support the College’s educational initiatives. The Manager will also research and recommend learning tools and technologies to deliver innovative solutions and maintain the quality and relevance of the Unit’s products.

**Experience and Requirements**

This position calls for an experienced leader with strong project management skills and a deep desire to protect the public. As the ideal candidate, you bring:

* University Degree (Master’s required) in education and assessment, or another related field.
* 5-7 years of experience developing, implementing, and monitoring competency-based educational programs (hybrid and online) and simulation-based education, including assessment, learning theories, and instructional design models.
* Written and verbal communication skills to prepare and deliver reports and briefings for internal and external stakeholders including presentations to senior leadership.
* Project management skills to manage projects and ensure timely completion of all deliverables.

**Compensation and Benefits:**  Matching Group RRSP and health benefits effective first day of employment

* 5 weeks' vacation
* Paid personal and sick days
* Generous learning and development programs
* Remote work environment

To learn more about this impactful leadership opportunity with College of Immigration & Citizenship Consultants, please submit a comprehensive resume along with a cover letter in confidence to Laura Machan (laura@griffithgroup.ca) and/or Caroline McLean (caroline@griffithgroup.ca), or visit: <https://griffithgroup.ca/cicc-manager-professional-standards-and-education/>.

The College is an equal opportunity employer. They welcome applications from persons legally entitled to work in Canada, who represent the diversity of our nation, and whose qualifications meet the skills and experiences we seek. They are committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities.

The College and Griffith Group are committed to an inclusive, accessible and welcoming hiring process that provides reasonable accommodation to all applicants. Please advise Laura Machan (laura@griffithgroup.ca) should you require any accommodation to participate in this posting, recruitment, selection and/or assessment processes.

The successful candidate will be required to undergo a criminal background check.