

**Ministry of Education
Victoria**

**Educational Officer, Online Programs
\$71,298.93 - \$81,387.14 annually (plus 3.3% Temporary Market Adjustment)**

An excellent senior opportunity for a dedicated professional

The Online Learning & Educational Resources Branch, within the Services & Technology Division in the Ministry of Education, provides three key and critical services for the K-12 Education system: Open School BC, ShareEdBC and Online Learning.

Following the Funding Model Implementation Online Learning Working Group's 2019 recommendations, and given the recent increase in adoption of online learning due to the Covid-19 pandemic, this position is an opportunity to contribute to an emerging provincial mandate and a renewed vision for online learning in B.C.

The Educational Officer, Online Programs provides advice and recommendations to senior management on the implementation of emerging strategic education programs, policy and legislative initiatives. This position is also responsible to lead or facilitate implementation and program delivery with internal and external stakeholders, to define project goals and objectives, scope, deliverables, marketing and communication plans and performance measures. This role also researches, develops and writes publications, presentations, documents including Cabinet Submissions, Treasury Board Submissions, Requests for Legislation, Orders in Council, Minister's Orders, briefing notes, discussion papers, reports and other documents.

Qualifications for this role include:

- Bachelor's Degree or higher in Education AND a minimum of two (2) years *related experience;
OR
- An equivalent combination of education and *related experience may be considered. **Please note: If your Post-Secondary credentials were obtained from outside of Canada, you may be required to provide documentation of your completed formal credential transfer evaluation (e.g. WES).**
- **And** a minimum three (3) years of experience maintaining effective relationships with stakeholders.

***Related experience includes the following:**

- Experience in the development of policy, guidelines or legislation;
- Experience in concisely and persuasively writing a range of documents/content.
- Experience in planning and coordinating complex large-scale projects/assignments and independently managing projects.
- Experience selecting, managing and leading professional teams comprised of stakeholders.
- Experience handling multiple priorities and working on numerous and diverse projects concurrently.
- Experience working in a team that oversees a complex administration program with multiple priorities and timelines.

For more information and to apply online by December 10, 2020, please go to:

<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/72828>