

Director Education Development Job Mandate

Job Title:	Director Education Development	Status:	Full-time, Permanent
Reports to:	Chief Executive Officer (CEO)	Location:	200 Marycroft Avenue Woodbridge, ON
Association:	Ontario Building Officials Association	Last Updated:	May 2023

ROLES AND RESPONSIBILITIES

Overview

The Director of Education Development (DED) manages the overall design and development of training programs, curriculum, methods, and materials for multiple groups. The DED is also responsible for the ongoing maintenance of the existing suite of courses, and the development of new educational materials to support building code practitioners in the use and understanding and implementation of the Ontario Building Code.

Responsibilities

Board Relations

- Keep the Ontario Building Officials Association (OBOA) suite of courses current via: Instructor and Participant edits/suggestions, interim code amendments from MMAH, and next edition code changes from MMAH;
- Keeping Alliance of Canadian Building Officials Association (ACBOA)/OBOA courses up to date;
- Ensures that the examination format and question databases up to date, in parallel;
- Researching, proposing and develop new courses based on needs of building officials and other industry partners, keeping mindful of existing assets available;
- Assessing, recommending and implementing improvements to course delivery to optimize learning opportunities for participants;
- Works closely with the education committee to develop new and updated content in alignment with the vision of the OBOA goals and objectives (this includes non-technical courses);
- Ensures that all content, learning activities, and assessments are mapped to Learning Outcomes as defined by the education committee;
- Set timelines and deliverables, including beginning and end dates as well as milestone due dates, for each course/program with due consideration of the members certification requirements and ability to complete them in a timely manner;
- Recruitment of instructors and ensures instructors meet OBOA standards;
- Auditing of instructors and course deliveries to ensure the professional OBOA brand is maintained;
- Coordinating with other stakeholders to develop education projects that can be marketed locally, provincially, and nationally;
- Supports the development of national based training programs and courses;
- Works with the Senior Communications Lead to develop a communications strategy to promote OBOA training programs. Showcasing programs through various marketing and communications tools;
- Supporting marketing responsibilities of Board Members and CEO; and
- Assuming other reasonable duties from time to time as determined by the education committee/CEO.

Strategic Direction

- Formulate reports, advising education committee, Board and CEO of industry trends and potential impacts on OBOA education platform;

Operations

- Work with OBOA staff to maintain course timetable for training rooms (virtual & in-person), instructors, and overall scheduling;
- Responds to membership inquiries on training curriculum, certification requirements; course equivalent, etc. as it relates to OBOA certifications;
- Run reports on enrolment to track new students; and
- Utilize existing systems to manage and analyze programs/courses and maintain documentation.

Budgetary and Financial Objectives

- Assist in budgeting needs to support the maintenance and development of educational materials; and
- Actively .

Liaison and Relations

- Act as recording staff member for chapter chair meetings (as needed);
- Act as recording staff member for AGM

External Relations (Government et al.)

- Represent the Association in a professional manner
- Assist in the coordination of efforts between the Association and external stakeholders, such as government agencies and National and Provincial associations, which would be of benefit to the Association's members
- Collaborate with industry stakeholders and professional associations to support Association goals and objectives

Legal and Statutory

- Operates in accordance with the Association's bylaws;
- Sets high ethical standards and monitor practices to limit risk and exposure to liability; and
- Develops and updates as necessary, appropriate policies and procedures to ensure that the OBOA education and examination platforms reflect the highest level of professional and technical standards.

Essential Skills and Requirements

Experience and Education:

- Minimum of 5-8 years in a senior municipal building inspection or plan examination or related role
- Post-Secondary Degree or Diploma in Architecture, Engineering, or a related discipline or the equivalent
- Demonstrated detailed knowledge of all aspects of the Ontario Building Code Compendium and related applicable laws
- In-depth knowledge of municipal and provincial government structure, and processes related to regulatory administration

Desired Competencies:

- Demonstrates understanding and commitment in supporting the OBOA to meet its targets for success as outlined in the strategic plan
- Exceptional attention to detail, and project management skills that result in thorough work and timely outcomes
- Ability to make proactive decisions based on available information available and proven ability to solve problems and make decisions
- Creative and innovative mindset to develop new methods to improve the creation and delivery of educational materials
- Ability to effectively communicate both verbally and in writing and adjust the language to communicate effectively to the intended audience
- Effective organizational skills to prioritize work
- Candidate must be able to provide direction and guidance to multiple stakeholders and encourage

cooperation to achieve an objective

- Current knowledge of business software applications and use of technology
- Strong interpersonal skills to meet the needs of the association and its members

Working Conditions

- Typical Office environment with option of hybrid work structure (negotiable)
- Monday to Friday
- 8:00 AM – 4:30 PM
- Regular expectations of flexibility in hours of work required to meet work demands
- Occasionally required to travel

Benefits

- Competitive Wages (Salary to be negotiated)
- Comprehensive Benefits
- Pension plan
- Vacation days and paid sick days
- Training opportunities to foster career growth

Interested applicants should submit their cover letter and resume no later than 4:30 p.m. on Friday June 9, 2023, to: Ontario Buildings Association, 8 – 200 Marycroft Avenue, Woodbridge, On L4L 5X4
Attention: Lawrence Wagner, careers@oboa.on.ca