

Director of Education

The National Judicial Institute (NJI) is a judge-led, independent institution committed to building better justice, through leadership in the education of judges, in Canada and internationally. The NJI is an acknowledged world leader in the design and delivery of judicial programming, recognized for offering innovative, dynamic, and relevant education. We are a bilingual, not-for-profit Institution, governed by a Board of Governors which is chaired by the Chief Justice of Canada.

Based in Ottawa, the NJI offers over 70 in-person and online judicial education seminars each year. We also provide a wide range of educational resources including Electronic Bench Books, e-Letters on legal developments and publications on subjects of interest. The NJI fosters interactive, skills-based learning consistent with adult education principles and integrates law, judge craft and social context into its programs and resources. Our programming is tailored to judicial realities, context and needs.

The NJI is searching for a permanent, full-time Director of Education, based in Ottawa.

RESPONSIBILITIES

The Director of Education (DE) is responsible for the overall portfolio of in-person education programs delivered by the NJI to the Canadian Judiciary. They ensure relevant, timely and high quality in-person programming. The DE works under the guidance of our Chief Judicial Officer (CJO) in the area of content development, and collaboratively with other department's leaders in the delivery of our overall portfolio.

The DE is a member of the Senior Management Team and reports directly to the Chief Executive Officer (CEO). Working closely with NJI's leadership, the DE participates in defining the strategic plan and vision for the organization. The primary areas of responsibility include;

- **Educational leadership:** Developing a strategic vision and plan for the department and communicating department objectives. Working closely with the CEO, CJO, Director of Operations and Comptroller on the Institute's long-term planning, considering both funding requirements and the development and growth of the curriculum. Collaborating with stakeholders including members of the Judiciary, subject matter experts and external organizations.
- **Program Development:** Working with the Judiciary and NJI leadership in the development of a comprehensive curriculum for judicial education in Canada. Identifying education needs and developing and delivering in-person educational programs.
- **Education Infrastructure:** Overseeing the NJI's course schedule and course promotion. Leading operational matters, including the Education department's workflow and quality management processes.
- **Management:** Planning, directing and supervising members of the Education team. Setting learning plans and objectives and participating actively in Talent Management initiatives.
- **Financial Management:** Overseeing budget development, allocation, tracking and review.

QUALIFICATIONS

Required

- 1) Bachelor of Laws (LL.B), Juris Doctor, or equivalent legal education;
- 2) Membership at the Bar;
- 3) Experience in a managerial role, directly supervising staff;
- 4) Experience in adult or professional education and innovative education programming;
- 5) Experience in project management;
- 6) Experience working with professional organizations (i.e. law firm, government, university, public legal education);
- 7) Fluent in English (Reading, Writing, Oral) and French (Reading, Oral); and,
- 8) Proficient computer skills including, Word, Excel and PowerPoint.

Preferred

- 1) Experience working with members of the judiciary;
- 2) LL.M or other postgraduate degree;
- 3) University teaching experience;
- 4) Experience in curriculum design;
- 5) Bijural or civil law knowledge; and,
- 6) Fluent in French (Writing).

SKILLS and ABILITIES

- 1) Effective leadership, management and motivational abilities to support the team in achieving results;
- 2) Financial acumen;
- 3) Strong listening skills and ability to communicate effectively verbally and in writing;
- 4) Ability to organize, take initiative, and exercise good judgment;
- 5) Strategic and analytical thinking;
- 6) Flexibility and adaptability to solve problems as they arise;
- 7) Ability to build and maintain internal and external relationships with professionalism and integrity;
- 8) Effective interpersonal and conflict management skills; and,
- 9) Maintain professional ethics, discretion and confidentiality.

Please email your cover letter and résumé to cv@nji-inm.ca to the attention of Human Resources.

We would appreciate receiving applications before **February 25th 2020**, but will continue to consider applications until the position is filled.

While we appreciate all responses, only candidates under consideration will be contacted. The National Judicial Institute is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an interview or employment testing, please advise Human Resources if you require accommodation.