

## Education and Credentialing Specialist

Permanent Full-Time | Hybrid | Preference for Victoria, BC

### About BCIA

The BC Institute of Agrologists (BCIA) was originally founded in 1947. Today, BCIA is evolving as a modern regulator, advancing a regulatory structure that fosters competent, ethical, and adaptive agrology practice in support of British Columbia's interconnected natural systems. Through our core pillars—registration, professional development, and investigation and discipline—we are strengthening how we serve the public interest while building a more responsive, forward-looking regulatory framework. This is an exciting time to join a purpose-driven organization shaping the future of professional regulation in BC.

### The Opportunity

We're seeking an Education and Credentialing Specialist to join our dynamic team in a permanent, full-time role. You'll be part of an organization with a strong foundation and a long-term vision. This is your chance to make a real impact at the intersection of education and regulation, supporting post-secondary course evaluation, registration requirements, continuing professional development (CPD), and investigations and complaints.

As BCIA continues to modernize, the Education and Credentialing Specialist provides analysis, coordination, and advisory support to strengthen regulatory and educational processes. You'll work closely with a collaborative, high-trust team where ideas are valued, work is meaningful, and there's room to shape how the role, and the organization, grows over time. Reporting to the CEO/Registrar, this role is ideal for someone with strong education expertise, sound judgment, and a passion for contributing to a purpose-driven organization.

### Ideal Candidate

The ideal candidate is an education professional with experience in curriculum design, adult learning, and credential assessment, preferably in a regulatory or professional context. They demonstrate sound judgment, strong attention to detail, and the ability to manage multiple priorities while collaborating effectively with colleagues. A commitment to continuous learning, professional excellence, and supporting standards that protect the public interest is essential.

### Role Summary

The Education and Credentialing Specialist supports a range of education-related regulatory activities, including reviewing academic credentials, advising on registration and professional development programs, contributing to practice reviews, and supporting continuous improvement initiatives. This role blends analytical, advisory, and project coordination responsibilities to enhance the effectiveness and integrity of educational and regulatory processes. This position will work closely hav with a collaborative

team in a high-trust environment, contributing to meaningful work that supports professional standards and protects the public interest

With our office in Langford that is conveniently located near a range of amenities this full time position offers a hybrid work model, with a preference for candidates located in or near Victoria, BC. However, we are open to remote arrangements for the right candidate and will consider applicants from outside the Greater Victoria area.

**Key responsibilities include, but are not limited to:**

**Registration & Academic Credential Review**

- Lead the review and assessment of domestic and international education credentials in accordance with the Professional Governance Act (PGA), BCIA bylaws and policies, and applicable national education standards to support registration decisions.
- Support the development and refinement of registration education requirements, frameworks, and policies to ensure alignment of competency expectations with practice areas.

**Articling Program & Educational Content Development**

- Review, update, and enhance educational components of BCIA's articling program through clear learning outcomes and evaluation frameworks.

**Professional Development Program Support**

- Collaborate on the modernization of the PD program.
- Contribute to guidance and tools supporting registrant learning and competency maintenance.

**Investigations & Practice Review Support**

- Conduct file reviews, practice assessments, and inspections as required.
- Provide expertise related to standards of practice, competency, and professional conduct.

**Regulatory Program Development & Continuous Improvement**

- Support initiatives related to practice standards, competencies, and regulatory modernization.
- Prepare reports, background materials, and summaries to support decision-making.
- Contribute inter-disciplinary projects by coordinating inputs and tracking progress.

**Core Competencies**

- **Adaptability:** Remains flexible and effective in a changing environment.
- **Ethical Behaviour:** Demonstrates integrity and aligns actions with organizational values.
- **Effective Communication:** Communicates clearly with internal and external stakeholders.
- **Collaboration:** Works cooperatively to support shared goals.
- **Problem Solving:** Assesses issues and contributes practical solutions.
- **Organizational Skills:** Plans, prioritizes, and tracks work efficiently.
- **Continuous Improvement:** Demonstrates curiosity and commitment to learning.

### **Qualifications & Experience**

- Undergraduate degree or higher in education, adult learning, curriculum development, or a related field (or equivalent combination of education and experience).
- Experience in curriculum or instructional design, ideally related to agrology or similar discipline.
- Strong understanding of competency-based frameworks and adult learning principles.
- Experience in regulatory, professional, or public-interest environments is an asset.
- Knowledge of domestic and international credential assessment processes is an asset.
- Experience in investigations, auditing, or inspections is an asset (training provided).

### **Compensation**

- Salary range: \$70,000 – \$85,000 annually, commensurate with experience.
- Comprehensive benefits package, including extended health, dental, and wellness supports.
- Participation in the Public Service Pension Plan.
- Generous vacation entitlement and paid time off, including personal days.