



JOB DESCRIPTION

JOB TITLE	Manager, Child Care Space Planning and Development
CLASSIFICATION LEVEL	Manager 2
MINISTRY/DEPARTMENT	Ministry of Education
REPORTS TO	Director, Early Learning
DATE CLASSIFIED	
JOB ID	

POSITION SUMMARY

The Child Care Space Planning and Development Manager oversees and leads the development in creation of licensed Métis specific child care centers. Advising and providing support to child care project team members who work directly alongside the architects, contractors, and consultants. The successful candidate will be responsible for developing, analyzing, implementing, and evaluating child care expansion strategies that align with the Métis Early Years Framework. The objective is to create high quality, low fee child care centers that prioritize the wellbeing of Métis children and families throughout British Columbia, providing culturally relevant, self-empowering Early Learning and Child Care (ELCC) programs and supports that focus on children and families first, to support a strong Métis Nation families and communities across the lifespan – beginning at birth.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Meets regularly with child care operators/Chartered Community regarding requirements of the project.
- Supports and completes Child Care BC New Spaces applications.
- Analyzes child care needs assessments to ensure feasibility in creating child care in communities.
- Oversees the implementation of approved child care builds, working closely with internal teams and external partners and stakeholders to ensure smooth execution.
- Develops comprehensive project plans in collaboration with key stakeholders to be shared with project team members.
- Oversees the child care project team to ensure the project outline falls within the scope, timeline, and budget.
- Tracks projects performance indicators, specifically to analyze the successful completion of short-and long-term goals, making necessary adjustments to ensure successful outcomes.
- Meets budgetary objectives and adjust project constraints based on financial analysis.
- Coordinates with design and contracting team throughout the entire project and support the child care operator/chartered community.
- Keeps up to date on events, policy decisions, best practices, and other issues with implications for the care and early learning of Métis children.
- Conducts research to determine which trends may positively or negatively impact MNBC or our



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objectives resulting from government priorities, developments, and trends.

- Develops and report on key outcomes, demonstrating the successful delivery of projected initiatives as they relate to contract deliverables. Producing engagement materials and resources as well as detailed briefing notes and reports.
- Assists in writing draft policies and procedures, briefing notes, and event briefings by assembling and organizing information.
- Liaises with internal and external stakeholders, and meet with special-interest groups and individuals, as needed, including educating relevant stakeholders about MNBC’s key messages/strategies per MNBC’s Strategic Plan.
- Actively participate as a critical member of the Ministry of Education Team to create solutions that advance the successful, efficient, and effective delivery of MNBC Métis early years programs and service.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- Supervises 3 direct reports (Child Care Project Leads)

QUALIFICATIONS

- Degree in Early Childhood Education, Child Development, or related field from a recognized, post-secondary institution.
- Minimum five (5) of years of related experience in creation of child care builds, development of policy, regulation, and/or legislation in the early learning and child care sector, with other related project management experience as an asset.
- Combination of relevant experience, education, and training may be considered.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to lead, problem solve, and utilize team building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver’s licence may be required.

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- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.

ACKNOWLEDGMENT

I have read and acknowledge my understanding of the requirements and duties of the position:	
Employee's Signature	Date
Supervisor's Signature	Date