

This bargaining unit position is responsible for the coordination, maintenance and advancement of the joint [FSA-BCIT Performance Development System \(PDS\)](#).

As part of the Learning Teaching Centre team, the Co-ordinator's responsibilities include:

- Coordinates the development and the implementation of [the PDS utilization and development Plans](#).
- Reviews and recommends changes to the PDS, it's related procedures and makes revisions to the existing manuals.
- Resolves issues regarding the implementation of the PDS.
- Creates and delivers a communication plan for the PDS to inform members about the PDS processes, systems and to encourage the use by Faculty and Departments.
- Develops approaches for implementing PDS in areas of the FSA membership not yet using it.
- Improves the operations and procedures of the PDS where it is in use.
- Co-ordinates with the steering committee to move the PDS plans forward.
- Prepares policies and procedures on PDS uses and practices.

Criteria used by the FSA to select the co-ordinator will include:

Knowledge:

- Knowledge of the BCIT Performance Development System.
- General performance development processes and best practices.
- BCIT administrative functions, including the role of the FSA

Skills:

- Written communication
- Project management
- Group facilitation
- Judgment and tact in dealing with colleagues and managers

Experience

- Design and administration of surveys and other formal feedback processes
- Policy development
- Experience working on Joint labour-management projects