

Community Standards Training Instructor

DEFINITION

Employees in this class deliver a wide range of ongoing training programs to ensure that employees have the necessary skills to execute their jobs safely. This involves designing, developing, and delivering the necessary training programs, performing the training, supervising subject matter experts, and evaluating the program's overall success.

The training instructors will be assigned a portfolio that includes recruiting, training, core competencies/recertifications, outreach, etc. The Instructors will work with leaders to coordinate training availability and time. This role will mentor, coach, advise and guide staff and recruits for ongoing training assessment. Trainers will ensure certifications and records of all training are filed and stored to provide a repository of this information and report successes and areas for improvement with the branch training units.

Training Instructors must ensure that programs are delivered as effectively as possible, assist with the development of a long-term training plan, and create an annual training calendar. This also includes ensuring that the content is up to date, the most suitable delivery techniques are selected, and personnel retain and apply the material in the workplace.

TYPICAL DUTIES *

Deliver the Community Peace Officer Induction Program (CPOIP) and all peace officer-related certifications and refreshers.

Support the design of instructional learning strategies to connect learning outcomes and to ensure alignment with corporate goals and training initiatives.

Builds and maintains relationships and collaborates with operational leadership to effectively plan, schedule and coordinate training.

Conducts monitoring reviews of accident reports and safety records to identify trends and proactively determines requirements for staff training programs; and assists in identifying the source of incidents.

Collaborates with operational areas when new equipment, technologies, and standards are introduced, which could lead to developing and delivering new training programs.

Supports the Professional Standards Unit in assisting staff completing appointments as bylaw enforcement and peace officers. Provide advice when PSU investigates incidents where training is required to confirm if proper procedures were followed.

Performs ongoing coaching and support for the purpose of monitoring, providing feedback, assisting with complex issues, resolving problems and maintaining staff morale related to training and certifications.

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Establishes and communicates short—and long-range operational goals and priorities, including diversity and inclusion, change management, etc.

Provides recruitment presentations and strategies by attending job fairs, post-secondary schools, City events, etc for potential peace officer candidates.

Assess training needs; identify training solutions; design, develop, and deliver training to staff.

Develops curriculum plans, storyboards, e-learning curriculum, procedural, and training documentation; researches and implements best practices for training and development.

Conducts environmental scans and researches training best practices, technological advances, new methodologies and philosophies on adult education learning and training delivery.

Conducts qualifying tests, examinations, and certification testing.

Develops evaluation and feedback procedures on existing training/educational programs to ensure up-to-date information is being presented and objectives are met; modify and adjust training programs as required.

Manages and coordinates training logistics, including communications, calendars, training compliance records and reporting results; coordinates with leaders for availability.

Supervise, lead, coach, mentor, guide and advise adjunct instructors.

Responsible for the safety and direction of trainees while conducting training sessions. Inspects and tests emergency equipment.

Attends post-event incident reviews and documents the results that may lead to future learning opportunities.

May be required to respond to emergency events in a Peace Officer capacity.

Integrates all mandatory compliance, Peace Officer Standards, and legislative requirements into relevant training material; performs field-level hazard assessments as required.

Participate in committees as required.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of educational principles, techniques and practices, with expertise in training facilitation and designing training material.

Understanding of Occupational Health & Safety and Environmental legislation and mandatory training compliance.

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Ability to evaluate staff performance and to recruit, select, train, and develop staff.

Demonstrated advanced facilitation experience both in the field and classroom setting.

Experience maintaining training records and reporting on training completion.

Demonstrated knowledge of relevant internal and industry-wide standards, including Solicitor General legislated requirements, Standard Operating Procedures and Policies.

Demonstrated success in coaching, developing and mentoring staff to full performance potential.

Knowledge of how to establish work priorities and schedules and the ability to adapt to changing priorities.

Knowledge of training assessment tools, training development, delivery theories, adult learning principles, practices, and evaluation techniques.

Excellent verbal and written communication skills.

Demonstrated ability to develop and present training programs/modules.

Understanding of continuous innovation concepts, including keeping up to date on evolving standards and practices in the industry.

Knowledge of the principles and practices of leadership, motivation, team building and conflict resolution.

Ability to work with multiple areas and to influence decision-making within teams.

Ability to physically perform all functions required to support and deliver all training programs.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

- Completion of diploma in Police Studies, Criminology, or related field with Adult Education courses and five (5) years experience in an enforcement environment with one year experience in research, development, coordination, auditing, and delivery of training within the law enforcement realm.
- Must possess a Peace Officer Designation or be able to obtain the designation within six (6) months of appointment in role.
- Must have a clear criminal record.
- Complete security clearance check including the vulnerable sector background check prior to starting in the position. An enhanced Security Clearance will be completed during the

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probationary period.

- Possession of an Intermediate First Aid Certificate.
- Possession of a valid Alberta Class 5 motor vehicle operator's licence and City Driving Permit.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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