

## Community Standards Training Coordinator

### **DEFINITION**

This class is responsible for the development, delivery and ongoing assessment of training programs for staff in Community Standards including: Peace Officers, Municipal Enforcement Officers, etc. in the delivery of tactical training focusing on law enforcement and related training requirements.

Employees in this classification are involved in all aspects of the development and implementation of technical training programs. Working in a law enforcement environment the role works closely with management, civic departments, police services, provincial and federal law enforcement agencies and other industry stakeholders to ensure all training programs and processes are developed, implemented, controlled, and monitored in accordance to policies, relevant laws and regulations and provincial Peace Officer programs

The role will research, perform needs assessments, establish branch learning goals, outcomes, training and safety audits and ensure curriculum development and delivery is aligned to provincially mandated requirements and to the current professional development needs of all enforcement staff. Delivery of programs happens through in class workshops, worksite demonstrations and other training channels as appropriate for the material. Evaluation and assessment of the programs to determine the effectiveness and appropriateness of the training is conducted on a continuous basis. The Training Team Lead coordinates training and instructional programs through coordinated scheduling to ensure continuity of learning, skill development and effectiveness of training.

### **TYPICAL DUTIES \***

Supervise the training team and support the delivery of the Community Peace Officer Level 1 Induction Program (CPOIP) and Experienced Officer programs (EOP).

Supervise and support the delivery of the peace officer and bylaw officer enforcement refresher and re-certification training programs.

Recruits, trains and supervises permanent and temporary Peace Officer and Branch training instructors and cadres.

Plans, develops and delivers a wide range of training programs, adhering to the operational area's annual training program budget.

Prepares requests for proposals for training and/or educational needs, evaluates contracts and services to ensure deliverables are met.

Develops evaluation and feedback procedures on existing training/educational programs to ensure up-to-date information is being presented and that the objectives are being met.

Conducts environmental scans and researches new training/educational techniques, software, and hardware to benchmark current programs and make recommendations for improvement.

Evaluates and conducts needs assessments for future training/educational programs to determine if courses need to be altered or added.

Leads, guides, mentors, and evaluates the performance of Instructors and/or support staff in the operational area. Ensures instructors are qualified and are delivering training to Provincial, Federal

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and City Standards.

Manages, coordinates, schedules, and communicates training logistics, including booking of facilities, registrations, course outlines, meeting invitations, collection of equipment, supplies, training rosters, and vendor contacts.

Oversee and supervise the development, renewal and refinement of formal training programs associated with staff maintaining their required peace officer and bylaw enforcement officer statuses.

Design and produce course learning materials using a variety of formats including print, audio, video, and multimedia to support various teaching techniques.

Performs audits of training completions and courses for the Branch to ensure training compliance is achieved.

May be responsible for adherence to a set budget for all training related expenses.

Prepares and distributes training reference materials including manuals, notes and directives, computer tutorials, etc. and ensures that materials are maintained up to date.

Maintains training records for staff and schedules training courses in conjunction with overall planned training programs; issues course completion certificates and manages related administrative aspects of training programs.

Makes recommendations to Supervisors regarding competency of staff and is the lead on Professional Standard investigations requests regarding training and employee skill reviews.

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.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of educational principles, techniques and practices, training facilitation and designing training material and curriculum

Considerable knowledge of the administrative and technical skills within the Law Enforcement field.

Understanding of the Public Safety and Emergency Services regulations, Occupational Health & Safety legislation, and mandatory training compliance requirements for Peace officers.

Ability to assign and lead the work of instructors and other roles supporting training programs.

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Salary Plan	10M
Job Code	7084
Grade	080

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Ability to communicate effectively on matters related to service delivery and to resolve complaints in an expeditious manner.

Ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff.

Ensure compliance with the City's policies and procedures; ensure compliance with provincial and federal requirements.

Demonstrated ability and skill to utilize computer software programs for the development of training programs, reports, records, etc.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### **Job Level**

- Completion of diploma in Police Studies, Criminology, or related field with Adult Education courses and seven (7) years experience in an enforcement environment with three (3) years experience in development, coordination, auditing, and delivery of training within the law enforcement realm, supplemented by two (2) years of leadership or supervisory experience.
- Must possess a Peace Officer Designation or be able to obtain the designation within six (6) months of employment.
- Possession of an Intermediate First Aid Certificate.
- 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 probationary period.
- Completion of Supervisory or Leadership training recognized by the City of Edmonton, to be completed during the first year of employment in the position.
- Possession of a valid Alberta Class 5 with air brake endorsement (depending on the operational area requirements) 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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