

Working Title Judicial Education Coordinator	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Court of Queen's Bench	Ministry Justice and Solicitor General
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Present Class New job	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Judicial Education Coordinator provides leadership in taking a proactive approach in the engagement, promotion, coordinating, planning, reporting and monitoring of judicial education for all Court of Queen's Bench Justices. Together with designated Justices, the position is primarily responsible for the implementation of the New Judges Program and for on-boarding/orienting newly appointed Justices.

The purpose of the position is to support the Chief Justice, Associate Chief Justice, Education Committee, New Judges Program, Justices, and Supervising Justices in implementing judicial orientation and ongoing education. The position is accountable for providing advice and recommendations to ensure judicial orientation and ongoing education meets diverse training and learning needs, emerging trends, and capitalizes on effective learning and educational tools (e-learning, delivery methodologies, learning styles). The position is responsible for tracking, monitoring and reporting on the status of judicial orientation and ongoing education to ensure orientation and educational goals and objectives of the Education Steering Committee, the New Judges Program and Professional Development Plans are met.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Implementing the New Judges Program for newly appointed Justices and Continuing Professional Development Plans for the Court of Queen's Bench Judges to ensure the Justices receive quality judicial orientation, education and training programs.
  - Providing assistance and recommendations to Justices involved in the New Judges Program; and to the Chief Justice, Associate Chief Justice, Education and Other Court Committees to continually assess the education needs of the Court.
  - Researching and assessing programs in other jurisdictions, including through the National Judicial Institute, to access best practices in training programs and materials.
  - Developing educational options in terms of delivery methodologies, and possibly, educational tools, to meet diverse needs and emerging issues and trends.
  - Developing/updating the education program for the review and approval of the Chief and Associate Chief Justice.
  - Developing a communication plan/syllabus identifying education program scheduling, training materials, locations, delivery methodologies (e-learning, Lunch and Learn, classroom) and instructors.
  
2. Leading and collaborating on the planning, implementation, maintenance and evaluation of effective education programs, e-courses, and learning tools to ensure the provision of quality educational programs for the New Judges Program and the Education Committee. This involves:
  - Consulting with the designated Justices involved in the New Judges Program, the Education Committee, other Committees (as required), the Chief Justice, Associate Chief Justice,

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Supervising Justices.

- Proactively initiating the ongoing review, assessment and evaluation of the education programs for relevance, learning transfer and currency.
  - Leading and facilitating the continual review of course evaluations to enhance and improve the educational material, presentation, and delivery methodology.
  - Establishing measurable educational program deliverables for evaluation and assessment.
3. Responsible for overseeing and managing the delivery of the New Judges Program and other judicial educational courses for the Court, ensuring educational training utilizes the most effective and best practices in meeting the judicial Continuing Professional Development Plan. This involves:
- Managing the ongoing logistics, including trainer availability and any presenters for Lunch and Learns.
  - Ensuring the education sessions offered utilize appropriate adult training methodologies based on needs, location and requirements.
  - Ensuring any e-learning courses are available and accessible.
  - Incorporating in a communication and marketing strategy, support for attendance to educational sessions.
  - Proactively researching best and emerging practices in training/learning, delivery methodologies and adult learning.
  - Identifying alternative methods to meet educational needs (partnering with other Courts, training providers, external partners, etc.).
  - Networking with peers to leverage experience and knowledge and determine applicability to the development and delivery of educational/information sessions, training material and tools.
4. Proactively developing and maintaining productive relationships and strategic alliances with internal and external partners to ensure educational and development initiatives are relevant, current and meet current and future needs. This includes:
- Developing and maintaining a provincial and national network of judicial and legal associations to leverage experience and knowledge in the development, delivery and evaluation of effective and relevant educational and developmental initiatives.
  - Ensuring the New Judges Program and judicial Continuing Professional Development Plans meet diverse judicial needs, emerging trends and issues, through active engagement with the designated Justices involved in the New Judges Program and participation on the Education Steering Committee.
  - Working with other Court Committees and leading appropriate working groups to assess course evaluations, educational requirements, and delivery methods to fulfil educational and development needs.
  - Identifying experts and resources to enhance training/educational/developmental initiatives and to provide additional resources.
5. Establishing an attendance/completion tracking system to ensure judges receive the necessary training/information to fulfill the requirements and objectives of the New Judges Program and judicial Continuing Professional Development Plans. This includes:
- Tracking subject-matter syllabus and course completion.
  - Providing regular reporting to the designated Justices involved in the New Judges Program, the Chief Justice/Associate Chief Justice, Supervising Justices and other Justices, as required.
  - Providing reports related to the strategic goal accomplishment, and performance measurements for the New Judges Program and judicial Continuing Professional Development Plans.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The position demonstrates creativity, problem solving and decision making in the following examples:

- Collaborates with the designated Justices involved in the New Judges Program; as well as with the Education Steering Committee, the Chief Justice, Associate Chief Justice, Supervising and Other Justices to implement educational/training and development initiatives, programs, and courses.
- Provides consultation, collaboration and coordination in the delivery and evaluation of educational/training initiatives and information sessions.
- Uses creativity and innovation to identify and address educational needs from specific to general principles.
- Assesses educational needs and requests to establish short-term individual judicial Continuing Professional Development Plans and long-term Court training plans and initiatives.
- Determines the appropriate marketing and communication plan for educational purposes.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The position requires a university degree in adult learning or a related field and several years of progressively responsible experience in adult training programs and initiatives or related experience.

The position requires in-depth knowledge and experience in the following areas:

- Adult learning theories with experience applying theory into practice through the provision of training and/or adult learning initiatives.
- Evaluating educational/training initiatives.
- Online educational/training delivery methodologies, emerging methods, technology and tools.
- Strength and weaknesses of different delivery methods, and principles of instructional design and evaluation methodologies.

Specific skills required include:

- Leadership skills to successfully lead projects, working groups and committees.
- Effective communication and facilitation skills.
- Ability to successfully manage multiple projects.
- Ability to identify trends and anticipate future educational/training and development needs.
- Ability to collaborate with all members of the Court and with a variety of internal and external stakeholders.
- Ability to work within an environment of changing educational/informational needs.
- Ability to shift priorities to meet changing demands and timelines.
- Ability to build strong work relationships and partnerships.
- Ability to plan, organize and prioritize work.
- Demonstrated creativity and analytical ability to develop and implement programs and initiatives.
- Ability to work both independently and in a team environment.
- Contract management skills.
- Project management skills.
- Presentation and facilitation skills.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Designated Justices involved in the New Judges Program: Regular contact, to implement and monitor the delivery of the New Judges Program; and to provide consultation, information and advice; to discuss issues, concerns and educational/developmental needs and requirements; and to gain support and ownership regarding education and development initiatives for the New Judges Program.

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Chief Justice, Associate Chief Justice, Supervising Justices and Other Justices: Regular contact, to provide consultation, information and advice, to discuss issues, concerns and educational/developmental needs and requirements, and to gain support and ownership regarding education and development initiatives.

Education Steering Committee: Regular contact, to coordinate and collaborate on educational/developmental initiatives; and to provide consultation, information and advice, to discuss issues, concerns and educational/developmental needs and requirements, and to gain support and ownership regarding education and development initiatives.

Peers/Other Staff: Contact as required, to share information.

External resources: To discuss developments in adult education/training, research, and delivery methodologies. To exchange information regarding educational/training initiatives with other jurisdictions.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide Page 15)

Position does not supervise.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide Pages 15-16).

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide Page 17).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

**Signatures**

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide Page 16)

**Incumbent**

Name	Signature		Date

**Manager**

Name	Signature		Date

**Division Director/ADM**

Name	Signature		Date