

Working Title Senior Training Specialist		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Forestry & Parks
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

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](#)).

Reporting to the Hinton Training Centre Director, the *Sr. Training Specialist* provides leadership and subject matter expertise in the fields of both Adult Education and Wildfire Management. Administering training across Wildfire Management Branch (WMB), the *Sr. Training Specialist* directly influences staff knowledge and skill-sets, affecting staff safety and overall effectiveness of wildfire management activities in Alberta.

The *Sr. Training Specialist* leads teams to design, develop and deliver high-quality Wildfire Training programs that meet the needs of Government of Alberta employees, fire management staff across Canada, contractors and special interest groups. Having full autonomy to alter course content and direction – the *Sr. Training Specialist* regularly evaluates the effectiveness of training to ensure continuous improvement, updates to curriculum and selection of appropriate delivery mechanisms (classroom, field labs, simulations, online or blended learning). Training development and delivery assures safe work practices, succession planning, and is a critical component of legislative requirements around competent employees.

An expert in wildfire management, the *Sr. Training Specialist* regularly advises on the development of Business Rules and Standard Operating Procedures, through participation on a variety of working groups. As an experienced wildfire professional, the *Sr. Training Specialists* is expected to mentor/coach staff in several different positions while supporting local field operations, projects, or during incident response/operations.

This position is required to lead and/or participate on special provincial Incident Management Teams (IMTs) in an effort to ensure the safety of firefighters and to protect human life, communities, watersheds, infrastructure and to mitigate fire losses during times of extreme wildfire activity.

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. Design, develop and deliver Wildfire Training programs to meet operational and succession planning needs of the Branch.

Sr. Training Specialist leads and implements training development based on urgency, risk, availability of resources, and technological requirements; in addition to considering best practices in adult learning. Training must consider certification and succession needs of WMB, to ensure adequate numbers of qualified staff are available for wildfire response.

The incumbent will demonstrate strong project management skills as they analyze, develop and implement Wildfire Training programs. Specifically they will:

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- Develop and maintain productive working relationships with stakeholders and clients to assess effectiveness of training and to be able to forecast additional training needs or gaps;
- Remain current in the fields of Training Development/Instructional Design and Adult Learning;
- Identify and/or analyze training issues or challenges brought forward; tests assumptions, research and investigate a variety of solutions;
- Advance the optimal training solution by developing learning outcomes, training objectives, exercises and appropriate evaluations (instructional design) that align with adult learning principles and practices;
- Establish and maintain networks throughout WMB, the broader wildfire community and partner agencies to be able to work through appropriate channels to secure Subject Matter Experts for assistance in development/ review and delivery of training materials;
- Deliver training, through a variety of media:
 - Instruct onsite for both class-room and field based training. Coordinate HTC facilities for onsite training (meals, additional instructors and equipment to deliver training);
 - Develop online (Web or Computer-based) training to allow the field greater access to consistent content, refresher or currency training;
 - Explore and develop options for simulation-based training for all delivery types (class, field and online);

The *Sr. Training Specialist's* focus will be on design and development of training for high risk activities, senior staff advancement and incident management team development (e.g., Incident Management Team training, Specialist Positions, leadership programs, aerial operations). They will be expected to develop standard curriculum design and training development processes for Wildfire Management Branch (WMB); implementing these processes with successive training development.

2. . Ensure continual improvement of Wildfire Training programs and delivery methods; aligning training with current legislation, policies, technologies, and best practices in Wildfire Management and Adult Education.

Sr. Training Specialist is expected to remain current in the fields of Wildfire Management to ensure continual improvement of training that includes:

- Maintain an in-depth knowledge of current and applicable policy, procedures, legislation and industry standards;
- Network with peers from other agencies to investigate possible improvements, collaboration and consistency at a national/international level;
- Conduct research, attend courses, workshops and seminars/tradeshows to stay current in training technologies and be able to incorporate new knowledge into the existing training programs;
- Participate as a Subject Matter Expert (SME) on provincial, national, and international Wildfire training initiatives and task groups;
- Continuously evaluate assigned training courses to identify areas to improve and/or modernize content as well as delivery method(s) – addressing these issues through appropriate channels.

The *Sr. Training Specialist* will explore organizational training gaps (e.g., IMT development), addressing long-term complex training issues (strategic focus).

3. Administer contracts and legal agreements to secure external Training Services.

When external training options have been identified as appropriate to meet the needs of WMB, the *Sr. Training Specialist* will coordinate and monitor these programs to ensure an adequate supply of effective and defensible training:

- Administer licencing agreements, memorandums of understanding, and/or contracts as required with vendors to ensure that deliverables and expectations are clearly identified. Including:
 - Prepare business cases, position papers or scope of work documents as required;
 - Estimate budget requirements and total costs for WMB (Area and HTC delivery);

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- Follow appropriate procurement and/or contracting process;
- Fill the role of Contract Manager (if required)
- Establish an auditing or monitoring protocol that ensures training product is being delivered as requested, remains current and effective:
 - Define/develop audit performance criteria, evaluation standards or checklists;
 - Audit training providers
- For third parties delivering WMB courses:
 - Develop and maintain curriculum, manuals, workbooks and other material for use;
 - Design, coordinate and offer, “Train the Trainer” programs to ensure consistency in delivery
- Address issues as they arise (procurement through to conduct).

The *Sr. Training Specialist* will focus on high-risk agreements, or higher cost contracts (up to \$500,000.00). They will ensure legal licensing agreements and formal MOUs have been vetted through appropriate channels and that the contents of the legal agreements limit risk/exposure of WMB.

4. Address Conflict and provide guidance to students and staff.

Sr. Training Specialist are expected to mediate conflict between students, supervisors and instructors during training delivery – adhering to established policies on evaluation (marks/re-writes) and conduct. They will:

- Assess the competency of students, develop customized learning plan and assignments for students struggling or at risk of not passing the training course – to ensure knowledge and skill development;
- Action inappropriate student behaviour (e.g., plagiarism, cheating, and unprofessional conduct) – depending on the behaviour the *Sr. Training Specialist* will work with the supervisor/manager to recommend warning and a plan to reduce future occurrences of the behaviour, through to expulsion

The *Sr. Training Specialist* is also expected to support staff and initiatives at the Hinton Training Centre, including:

- Promote team participation and implementation of workplace health and safety, recognition or other programs;
- Work in support of the HTC safety program to meet COR, ensure activities of all staff adhere to the HTC and Divisional safety plans;

5. Support external clients/stakeholders and National Partners.

Alberta’s Wildfire Management Branch is a leader in National wildfire training. The *Sr. Training Specialist* will play a critical role in maintaining Alberta’s status as national and international experts in wildfire training:

- Support National wildfire training initiatives, as an instructor, coordinator or facilitator of national training;
- Liaise with other government Departments/Agencies to support and build capacity in wildfire training (e.g., AEMA and Incident Command Training);
- Participate on International training ventures (e.g., past training missions to Mexico, South Africa) to build capacity and increase wildland firefighter safety globally;
- Contribute to Canadian Interagency Forest Fire Centre (CIFFC) task teams:
 - Leading task teams, contributing as a subject matter expert

6. Provide leadership and/or participate on special provincial Fire/Incident Management Teams in an effort to contain and suppress escape Wildfires, so as to limit impacts to Albert/Albertans. Provide additional Wildfire Operations support as required

Sr. Training Specialist are expected to support Forest Area and Provincial Forest Fire Centre operations by filling several operational roles:

- Lead and, or participate on Incident Command Teams;
 - Maintain certification levels to enable participation on Incident Command Teams

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- Type 1 Command and/or General Staff; Technical Specialists (e.g., Ignition, Fire Behaviour)
- Provide knowledge and expertise to annual team establishment;
- Mentor and coach team members;
- Conduct wildfire assessments on incident command teams.
- Fill senior Forest Area Wildfire Response positions:
 - Wildfire Operations Officer, Duty Officer, Wildfire Assessor
- Fill Provincial Forest Fire Centre Duty Room positions:
 - Duty Officer, Aircraft Coordinator, Plans Chief/Intelligence, FBAN.

7. Provide provincial leadership and support to review and development of wildfire management programs.

An experienced wildfire professional, the *Sr. Training Specialist* will be called on to support provincial initiatives, special projects; to contribute to Standard Operating Procedure, Policy and Business Rule development/review:

- Participate on a variety of provincial working groups (e.g., Operations, Prevention, Certification, Ignition, Plans);
- Contribute as a subject matter expert to support advancement of Branch goals and initiatives;
- Lead or support project teams analyzing issues, providing advice/recommendations to Management or other Branch working groups;
- Ensure training requirements associated with suggested program updates/changes are tabled and discussed as part of any decision making process.
- Take corrective action in response to any review findings related to wildfire training.

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](#)).

- All Wildfire Management Branch staff and stakeholders are impacted by the quality of work performed by this position. Training developed by this position is required to maintain adequate numbers of certified / qualified wildfire management staff, to advance careers and create succession planning opportunities.
- The *Sr. Specialist* must work closely with other sections, wildfire management areas, divisions, government agencies, industry and the public to achieve effective delivery of provincial wildfire training programs. This is done to achieve common goals and resolve issues.
- This position must be extremely creative with strong problem solving skills when balancing requests for more training and a reduction in training time per student, while following adult training best practices. Many times these requirements compete with each other and a creative solution is required.
- Critical thinking is involved in the approval of nominated candidates/students. This position must weigh the needs of the individual against the needs of the Area and Branch when selecting candidates. Networking with managers and program heads to negotiate the best solution is required.
- Creativity and innovation is required to embrace multi-media and technological advances – including exploration of simulation and computer-based/online training. This position is responsible for initiating, developing filming projects (e.g., for job aids and training support), coordinating the design/build of interactive multimedia, online and simulation training to enhance training outcomes.

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](#)).

- Diploma in Natural Sciences or related field plus eight years related experience; or Degree in Natural Sciences or related field plus six years related experienced.
- Completion of the national Wildfire Behaviour Specialist course.
- Extensive experience in the application of Wildfire Management legislation, planning, monitoring and compliance; including demonstrated practical application of wildfire management in an operational setting.
- Working knowledge in Adult Education, curriculum development and delivery (including understanding of task analysis, job skills inventories, learning styles, learning models, evaluation techniques and tools), with at least four years' experience developing and delivering training for adult learners.
- Well-developed communication skills. Strong public speaking and interpersonal skills to effectively delivery training to an adult audience.
- Ability to speak at an expert level on any aspect of Wildfire Management: incumbent will be developing and delivering complex technical, science and policy based curriculum, and needs to be credible with participants.
- Demonstrated organizational and project management skills, ability to complete and move through all phases of a project with little day-to-day supervision.
- Negotiation, conflict resolution and mitigation skills to lead and participate on working group teams.
- Experience in computer-based simulation, online/e-learning (blended learning concepts); including a demonstrated ability to adapt and use new technology (e.g., tablets).
- Experience with procurement, contract management and public tendering processes/concepts.
- Valid driver's licence.

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

- On-going contact with Forest Area and Provincial Forest Fire Centre staff to ensure delivery of wildfire training programs and resolution to wildfire training issues.
- On-going contact with divisions within the department regarding wildfire management programs, training, certification and departmental goals.
- On-going contact with HTC Unit leads and staff.
- Participates on provincial, regional or national task forces/ committees to identify and address common training issues, develop policy /guidelines /initiatives for approval by executive.

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

Position supervises permanent and seasonal wage staff (as required).

When filling operational positions incumbent will be expected to supervise fire centre staff (as the Duty Officer); all or part of the operational, logistics and planning sections while filling Incident Command Team roles.