

## New

Ministry

Forestry, Parks and Tourism

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Training Specialist

Requested Class

Natural Resources 7

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Capabilities/ Forestry and Parks/HTC

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to a Senior Training Specialist, the *Training Specialist* provides subject matter expertise in the fields of both Adult Education and Forestry/Wildfire Management. Administering training across Forestry and Parks, the *Training Specialist* directly influences staff knowledge and skill sets, affecting staff safety and overall effectiveness of forestry and wildfire management activities in Alberta.

The *Training Specialist* designs, develops and delivers high-quality Training programs that meet the needs of Government of Alberta employees, Indigenous people, contractors, and special interest groups (augmentee, reservists) and partners. With autonomy to alter course content and direction - the *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.

As a wildfire professional, the *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 encouraged to participate on Incident Management Teams and/or in wildfire functional roles to protect human life, communities and to mitigate fire losses during times of extreme wildfire activity.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### **1. Promote an inclusive and safe workplace where all staff feel valued and respected.**

Model respectful workplace behaviours; act with integrity; be accountable; and build excellence in the organization.

- Ensure staff safety (physical and psychological) is considered in all work.
- Challenge disrespectful behaviours or actions that hinder inclusion.
- Cultivate a supportive and inclusive work environment for all.

Work to ensure that training offered and delivered by Hinton Training Centre is culturally appropriate and inclusive of Indigenous people and perspectives.

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

*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 the department, to ensure adequate numbers of qualified staff are available for wildfire response and forest management practices.

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

- 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;
- Develop learning outcomes, training objectives, exercises and appropriate evaluations (instructional design) that align with adult learning principles and practices;
- Establish and maintain networks throughout the department, the broader wildfire/forestry 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 on site for both class-room and field based training. Coordinate HTC facilities for on site training (meals, additional instructors and equipment to deliver training);
  - Explore and develop options for simulation-based training for all delivery types (class, field and on line);

The *Training Specialist's* focus will be on design and development of operational and position-specific training programs (e.g., FOrest Officer, Forest Health, Crew Member, Planning and Logistic courses). They will be expected to provide input and review standard curriculum design and training development processes for the department; implementing these processes with successive training development.

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

*Training Specialist* is expected to remain current in the fields of Forestry and Wildfire Management and Adult Education to ensure continual improvement of training that includes:

- Maintain 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 trades-hows to stay current in training technologies and be able to incorporate new knowledge into the existing training programs;

- Participate on provincial and national 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) - working through the Sr. Training Specialists.

The *Training Specialist* will focus on operational training gaps, instructional and technological training improvements.

#### **4. Administer contracts and legal agreements to secure external Training Services.**

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

- Administer licensing 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 the department (Area and HTC delivery);
- 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;
- For third parties delivering Departmental 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 *Training Specialist* will focus on lower-risk agreements / purchase, and lower-dollar contracts (generally under \$75,000.00).

#### **5. Address Conflict and provide guidance to students and staff.**

*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 *Training Specialist* will work with the supervisor/manager to recommend warning and a plan to reduce future occurrences of the behaviour, through to expulsion

#### **6. Support external clients/stakeholders and National Partners.**

Alberta is a leader in National wildfire training. The *Training Specialist* may 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 of national training;
- Participate on International training ventures to build capacity and increase firefighter safety globally;
- Contribute to Canadian Inter-agency Forest Fire Centre (CIFFC) task teams:

Supporting task team work as a team member, reviewer or through contribution of materials.

#### **7. Provide Wildfire Operations support.**

*Training Specialist* are encouraged to support Forest Area and Alberta Wildfire Coordination Centre operations by filling several operational roles in periods of escalated fire activity:

- Participate on wildfire exports; and/or
- Maintain certification levels to enable participation in wildfire response; and/or
- Mentor and coach a range of wildfire response positions; and/or
- Fill senior Forest Area Wildfire Response positions (e.g., DO, DDO, Assessor).

## 8. Provide provincial leadership and support to review and development of management programs.

An experienced wildfire professional, the *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 and task-teams
- Contribute as a subject matter expert to support advancement of Branch goals and initiatives;
- 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 training.

### Problem Solving

Typical problems solved:

- 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.

Types of guidance available for problem solving:

Sr. Training Specialists, Online Learning and Competency Specialists are available for support, guidance and problem solving. Other Training Specialists on site are available to assist, provide cover-off and guidance from a peer-to-peer level.

National wildfire training contacts across Canada have existing communications established, to collaborate and leverage national initiatives locally.

Area forestry and wildfire staff are available to collaborate during the development of training as needed.

Direct or indirect impacts of decisions:

- All Forestry and Parks 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 forest field operations staff, to advance careers and create succession planning opportunities in both wildfire and forest management.
- The *Training Specialist* must work closely with other sections, forest areas, divisions, government agencies, industry and the public to achieve effective delivery of provincial training programs. This is done to achieve common goals and resolve issues.

### Key Relationships

Major stakeholders and purpose of interactions:

All staff across Forestry Division - to determine training needs, gaps, provide updates and build course cadres; delivery training to all staff (1500) across the Division.

Working groups (Alberta and National) - to establish standard training, training needs, national strategies, and collaboration.

Staff across HTC - online learning team, operational/facilities team, other training staff to ensure

coordination, consistency, and coverage.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Education	

If other, specify:

Equivalencies will be considered, 1 year of experience for 1 year of education.

Job-specific experience, technical competencies, certification and/or training:

- Diploma in Natural Sciences or related field plus six years related experience; or Degree in Natural Sciences or related field plus four years related experienced. Equivalencies will be considered.
- 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 two years' experience developing and delivering training for adult learners.
- Experience in the application of Forestry or Wildfire Management legislation, planning, monitoring and compliance; including demonstrated practical application of wildfire management in an operational setting.
- Well-developed written and verbal communication skills. Strong public speaking and interpersonal skills to effectively delivery training to an adult audience.
- 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 with procurement, contract management and public tendering processes/concepts.
- Valid driver's licence and acceptable drivers abstract in accordance with government policy.

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	Respond and react to the training needs, pressures and gaps of the Division.  Examples include looking at different training delivery options, approaches, considering impacts on people, facilities and processes.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for	Training of wildfire responders is essential for

		<p>outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	<p>successful wildfire response, timing and volume of training must align with division needs.</p> <p>Trainers must be resourceful, innovative and driven to train over 1000 responders annually in a condensed period of time.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	<p>The wildfire training team exists to develop others and is only successful if the trainers are invested in also developing themselves.</p> <p>Open, honest and frank conversations; that build on diversity, inclusion and support of all staff are essential.</p>

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature