

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

banks and skill sheets for all of the National Fire Protection Association's (NFPA) standards currently adopted by the province. The incumbent helps ensure the exam banks contain only questions related to job performance requirements as defined by a relevant standard and permits a valid assessment of the competency of the student receiving training.

The position will support the maintenance of the A&C team's accreditation standing with two international accrediting bodies, the National Board on Fire Service Professional Qualifications (ProBoard) and the International Fire Service Accreditation Congress (IFSAC) and any accrediting bodies adopted by the province in the future.

The position will utilize new technologies and systems that are adopted to allow for greater and more streamlined access to the certification program, as well as more efficient business processes; e.g., a learning management system for online examination.

The position will support research of accreditation and certification policies, and provide related services such as writing and editing, provide support for the A&C website, and provide support on various projects as assigned by the Manager and Director.

Responsibilities

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

1. Develop and maintain the A&C program learning management system (LMS).
 - Develop operational processes for internal and external users to access and complete tasks within the LMS.
 - Provide ongoing communication, information, and support to internal and external users on all LMS issues.
 - Monitor, report, and plan for LMS updates.
 - Lead the entry and reporting on all A&C evaluation information updates in the LMS.
2. Draft and support work to maintain examination materials for the NFPA standards the A&C program offers certificates.
 - Review updated NFPA standards as they are released and identify gaps with current examination materials (e.g. skill sheets, exam banks).
 - Draft updated scenarios and skills to be evaluated based on changes to the standards.
 - Draft updated exam questions based on the changes to the NFPA standards.
 - Ensure examination materials adhere to the requirements in the NFPA standards.
 - Develop examination materials so that it lists the knowledge and skills necessary for a task to be learned in a way that is measurable.
 - Communicate with stakeholders to understand if the examination materials are meeting their needs and allowing meaningful evaluation of students' skills.
 - Utilize the systems and technology implemented by the program to facilitate efficient examinations.
3. Support the maintenance of the accreditation of the A&C program with ProBoard and IFSAC.
 - Update the required A&C program information according to the requirements of the accrediting bodies (e.g. policies, processes).
 - Support the completion of correlation sheets required by accrediting bodies, including the question number in the bank to the parsed text of the standard.
 - Provide information for the program to respond to questions and issues from accrediting bodies regarding any A&C audit submission (e.g. program audits, NFPA standard submissions)
 - Help ensure any new systems and technology implemented by the program meet the accrediting bodies requirements.
4. Develop and maintain communications to support A&C program partners (e.g. departments, evaluators, instructors).
 - Help maintain a list of qualified evaluators and instructors for each certificate offered by the program.
 - Monitor and provide updated information for the A&C program website to ensure currency, relevancy, consistency, clarity, and good grammar and spelling.

- Review/format/edit and prepare communications as required by the Manager.
5. Participate in quality assurance and continuous improvement activities.
- As an A&C team member, participate in activities that improve the effectiveness and efficiency of all program activities.
 - Review reports potentially impacting accreditation, certification or examination related issues received from advisory groups or collaborative partners for completeness, accuracy, and impact to A&C program.
 - Review candidate, evaluator, proctor, and department feedback to identify potential opportunities for improvement of examination materials, processes, and policies.

Problem Solving

Typical problems solved:

This position will solve problems associated with the LMS, for both internal and external stakeholders.

This position will also identify gaps and suggest solutions to address them in evaluation materials, internal policies, and communication materials.

Types of guidance available for problem solving:

Although the incumbent has a large degree of discretion, guidance is available from A&C Manager. The position does not make final decisions, only provides recommendations. Proposed changes to examination materials are reviewed by A&C management and ultimately approved by the accrediting bodies. Changes to program documents are reviewed and approved by A&C management.

Direct or indirect impacts of decisions:

Direct - quality of communication, examination materials, and program documents. Day to day functioning of the LMS.
 Indirect - audit results from ProBoard and IFSAC.

Key Relationships

Major stakeholders and purpose of interactions:

Government:

- A&C team and leadership: for the purpose of briefing and providing recommendations
- Municipal affairs: Safety codes staff responsible for fire codes
- Other government agencies that provide similar evaluations/certification to external stakeholders, such as Alberta Emergency Management Agency

External:

- Various subject matter experts from Alberta fire departments, industry and educational institutes in order to validate proposed changes to evaluation materials and obtain feedback on program operations
- Safety Codes Council on items specific to the Fire Inspector and Investigator certifications
- Various fire services related associations, such as the Alberta Fire Chiefs Associations and the Alberta Fire Training Officers Associations

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)			

If other, specify:

Diploma related to technical writing, education, or adult education

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

Or equivalent experience as described below.

- **Equivalency:** Directly related education or experience considered on the basis of:
 - 1 year of education for 1 year of experience; or
 - 1 year of experience for 1 year of education
- Experience in writing, research, evaluation and analysis.
- Knowledge of adult education and evaluation principles.
- Knowledge of learning management systems and/or online examination systems.
- A high degree of attention to details (focus).

- Strong communication skills (both oral and written).
- Experience working on education/assessment materials, particularly those designed for job-related training or professional certification.
- Basic project management skills to enable the position to plan, prioritize and manage assigned tasks.
- Ability to demonstrate initiative and to work both independently and as part of a team.

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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<ul style="list-style-type: none"> • Proposes enhancements to existing processes, including new ways of utilizing technology within the program.
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	<ul style="list-style-type: none"> • Drafts high-quality examination and communication materials, meeting project deadlines • Discusses work priorities with Manager and re-prioritizes when needed
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	<ul style="list-style-type: none"> • Works with the A&C team members to ensure priorities are met and deliverables completed on time • When working with a variety of stakeholders, uses conflict resolution and communication skills to build consensus
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: <ul style="list-style-type: none"> • Uses common sense and 	<ul style="list-style-type: none"> • With input from the Manager, re-prioritizes work in response to changing program

	<p>past experience to approach ambiguous problems</p> <ul style="list-style-type: none"> • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	<p>priorities</p>
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Benchmarks

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

Working Title: Public Information Officer
 Department: Environment and Parks
 Job Description: 021PS74

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.

Vacant

_____ 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