

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Training Instructor		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Training Academy	Ministry Public Safety and Emergency Services
Present Class Program Services 2 (PS2)		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 Training Sergeant, the Training Instructor is responsible for the delivery of mandatory training including Sheriff Recruit Training, Correctional Services Induction Training, Community Peace Officer Induction Training, Alberta Peace Officer Investigators Program, Corrections tactical team training, firearms, and defensive tactics. The work of the position includes preparing for each training session, delivering/co-delivering classroom training, providing feedback and evaluation on the performance of the recruits, and collaborating with curriculum developers on changes and improvements to the curriculum and course materials.

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. Being well prepared in order to delivery effective training that meets the course outcomes. This involves:

- Reviewing all course materials and content.
- Creating a delivery plan including presentations by specialists, guest speakers and co-leads.
- Ensuring classroom is properly equipped (training aids, materials for all participants, audio-visual, etc.)
- Monitoring and supervising the performance of recruits during training.
- Reviewing previous feedback and course evaluations to ensure opportunities for improvement are addressed.

2. Delivering classroom training ensuring consistent messaging to maximize learning and application into everyday work performance. This includes:

- Utilizing different training techniques/aids to engage adult learners (presentations, experiential exercises, guided discussions, practices, and simulation exercises, etc.)
- Co-delivering with other instructors and subject experts.
- Thorough awareness of classroom dynamics, employing different training methodologies and tools.
- Managing the classroom setting and flow of the training session to ensure learning outcomes are achieved.
- Identify and ensure all outside training venues meet program requirements and establish good relationships with those providers.

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

- Delivers training modules to frontline staff (peace officers, sheriffs, correctional peace officer) to ensure they have the skills, knowledge, and certification to provide quality, professional services.
- Provides recommendations and advice to influence program development that supports the mandate of the

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Training Academy and for the consistent delivery of relevant training.

- Uses creativity and innovation to address different learning needs and adjusting instruction/training methodologies to engage adult students and maximize learning and application of the learning to the job.

3. Providing evaluation and assessment on the performance of recruits to support the incorporation of learning in everyday work performance. This includes:

- Evaluating, Supervising, and documenting the performance of the recruits throughout the course.
- Provide supervisory oversight including ongoing mentoring and coaching to build knowledgeable, competent, and experienced recruits and guest instructors to meet training delivery challenges.
- When necessary, recommending targeted training intervention to support/increase successful completion of training.
- Leading debriefing sessions regarding course content, instructor's performance, application of exercises/practice opportunities, and improvements.
- Documenting all feedback and performance evaluation including marking and recording of exam marks.
- Implementing remedial training for those participants not meeting the standards and/or missing content due to injuries or absences.
- Monitor to ensure all trainers/instructors understand and adhere to training standards.

4. Participate and collaborate with curriculum designers to develop and delivery training that is current, and relevant. This involves:

- Reviewing and analyzing course evaluation to propose changes and modifications.
- Providing advice on design, development, delivery, and evaluation of training programs from interaction with recruits, and supervisors.
- Utilizing expertise in the program area to suggest alternative training tools and to build a pool of situational training exercises.
- Proactively research best and emerging practices in delivery methodologies and adult learning in law enforcement training and certification.
- Maintain on-going discussions within Ministry and other GoA management to assess training priority and needs.

5. Contribute to Training Academy's Culture and Leadership by:

- Promoting collaboration and positive relationships within and across groups and builds commitment to reach desired results.
- Ensuring communication is ongoing by setting up processes or structures that facilitate communication and collaboration.
- Considering how changes might impact colleagues, clients and stakeholders and actively seeks input and involvement.
- Building trust by being open to perspectives while looking for long-term and mutually beneficial outcomes.
- Courageously and respectfully taking a stand on issues based on APS values, even if it is not immediately accepted.
- Working with others to address interdependent activities that require collaboration.
- Finding ways to improve TA systems or structures to better meet goals and outcomes.

6. Proactively develop and maintain productive working partnerships with the Sheriff's Branch, Correctional Services, Ministry staff, other GoA ministries, subject matter resources, and other stakeholders to provide relevant, current, and future training programs. This is accomplished by:

- Ongoing assessments of course evaluations to determine changes in training requirements and delivery methodologies.
- Collaborate with the Alberta Sheriff's Branch and Correctional Services on curriculum development and the assessment of in-house versus outsourcing and/or purchasing.
- Create in house course content and collaborate with accreditation analysts to have the content approved to

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deliver to Sheriff's, Corrections, and other external agencies.

- Review and assess the impact of legislative/regulatory changes to the POA and AACP as well as changes in the public expectations of crime prevention, enforcement practices, and public safety.
- Review and update current training initiatives to ensure relevance and learning outcomes are achieved.

7. Inspection and logistical support of firearms training systems, firing ranges, and associated equipment.

- In collaboration with the Provincial Firearms Coordinator, assess various ranges across the province to determine their viability for training.
- Inspect and assess owned and rented equipment related to weapons training to ensure safety and standards compliance.
- Inspect and certify training weapons systems for safety prior to their operational use.
- Inspect and maintain firearms to determine suitability and fitness for operational deployment.
- Perform in depth technical inspections of firearms.
- Review firearms inspections and maintenance performed by firearms instructors to ensure competence.

8. Inventory, review and track usage of ammunition, firearms, replacement firearms parts, and associated equipment and supplies. This includes establishing stock level targets and forecasting budget requirements for this equipment.

- Ensure an adequate and appropriate supply of ammunition and consumable weapons supplies are procured, stored, and distributed by personally performing these duties and collaborating with others.
- Ensure that transportation and storage of these supplies adhere to provincial and federal regulations through policy development, inspection, and tracking.

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:

- Delivers training modules to frontline staff (peace officers, sheriffs, correctional peace officer) to ensure they have the skills, knowledge, and certification to provide quality, professional services.
- Provides recommendations and advice to influence program development that supports the mandate of the Training Academy and for the consistent delivery of relevant training.
- Uses creativity and innovation to address different learning needs and adjusting instruction/training methodologies to engage adult students and maximize learning and application of the learning to the job.
- Mentor and develop guest instructors and front-line employees to assist their career progression and learning. This requires a high degree of relationship building competencies inclusive of communication and leadership skills.

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 related post secondary diploma or certification with several years of progressively more responsible experience in the field.

The position requires knowledge and experience in the following areas:

- Business goals, objectives, and mandate of the Training Academy
- Peace Officer and Corrections related legislation and regulations.
- Organizations, municipalities, and companies employing peace officers including GoA ministries.
- Correctional Services program delivery policies, and practices
- Issues and challenges impacting the correctional services and peace officers in Alberta.
- Adult learning theories with experience through the delivery of training and/or adult training/learning initiatives.

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- Designing, developing, delivering, and evaluating training initiatives
- Specific skills required include:
- Effective communication, presentation, and facilitation skills
 - Coaching, mentoring skills
 - Ability to plan, organize and prioritize work.
 - Ability to work independently and with a team to delivery training sessions.
 - Ability to collaborate with Training Academy staff.
 - Ability to quickly establish rapport with course participants to engage, encourage and support learning.
 - Ability to analyze and evaluate recruit performance relative to course outcomes.
 - Ability to synthesize course evaluations to influence changes and to adjust instruction style.

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

Training Sergeants: To provide course feedback and to receive coaching and mentoring.

Training Academy staff: To provide advice and recommendation regarding improvements and changes to course material and delivery methods.

Recruits/course participants: To provide feedback and evaluation on course participation.

Sheriffs Branch, Custody Operations Branch, Community Corrections Branch

Peace Officer Program – reporting and compliance.

Licensees of Community Peace Officer Induction Program for oversight and direction.

Third Party Vendors – Create partnerships with third party vendors who supply facilities, courses, training equipment and/or instructors to assist in achieving branch training initiatives.

Curriculum Designers/Education Specialists/Accreditation Analysts – collaboration on training practices, competency-based training, course training standards, course manual creation and ever greening and lesson plans.

Enforcement and Emergency Response Agencies - to consult and establish common training protocols and to facilitate joint training programs and exercises.

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

- Provides functional supervision, direction, and guidance to:
- Guest instructors from main stakeholders
 - Role players
 - Course participants (Sheriff's, Correctional Services and Community Peace Officers)
 - Ensures the integrity of each mandated training program and that delivery is meeting approved standards.

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](#)).

- Instructors may be tasked with additional responsibilities or projects in addition to their teaching role, these tasks will be orientated to the operations of the Training Academy.
- The expansion of licensing agreements for the Community Peace Officer Induction Program has required further oversight of programs outside of the Training Academy in Calgary, Edmonton, Alberta Health Services and Lac La Biche.
 - Be utilized as a subject matter expert from their respective backgrounds in the development of curriculum.

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, 6th 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

Digitally signed by Jim.Peebles

Manager

_____	_____	_____
Name	Signature	Date

Division Director/ADM

_____	_____	_____
Name	Signature	Date