

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

Working Title Team Lead – Emergency Management Education	Name
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Position Number	Reports to Position No., Class & Level Manager	Division, Branch/Unit AEMA, Field Operations /Training, Certification and Standards	Ministry Public Safety and Emergency Management
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Present Class

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 Alberta Emergency Management Agency (AEMA) is accountable and responsible to the Alberta government, to Albertans, and to their communities, for the protection of people, their property, the environment and the economy from the effects of disasters and emergency events. Alberta relies on a decentralized public safety system for managing the various emergency events that occur every year. The System is made up of many stakeholders and partners including government ministries, municipal agencies, non-governmental organizations (NGOs), industry, First Nation communities and Métis Settlements. AEMA accomplishes its mandate by effectively and successfully leading the coordination, collaboration and cooperation between all entities involved in the prevention, preparedness, response, and recovery activities within this diverse partnership.

The AEMA Training, Certification and Standards (TCS) Unit develops, administers and enforces standards on Emergency Management (EM) curriculum needed to support our many stakeholders and public safety partners. Through the development and employment of in-person and online teaching, AEMA is able to properly issue standardized EM instruction and instructional material, ensuring Albertans are properly prepared in dealing with EM threats to their communities. AEMA being the Authority Having Jurisdiction (AHJ) for EM in Alberta utilizes TCS in ensuring the Alberta EM standards are adhered to in all aspects of instructional material ranging from AEMA proprietary courses for municipalities to the enforcement of Incident Command Systems (ICS) Canada Curriculum and Standards.

Reporting to the Manager TCS, Team Lead – Emergency Management Education (TL EM Ed) is a primary point of contact for EM curriculum development and Learning Management System administration. Being proficient in all business areas within TCS, day-to-day duties of this position provides guidance and support to TCS personnel in the completion of assigned their assigned tasks. TL EM Ed leads and contributes to educational projects advancing EM curriculum and the methods of educational delivery within Alberta. TL EM Ed is responsible for developing, updating, revising EM syllabus, as well as applying educational theory and methodology to course outlines, lesson plans, learning outcomes, learning activities, and assessments. This is accomplished by liaising with subject matter experts, collaboration with exterior agencies and EM practitioners to ensuring EM curriculum meets industry standards while ensuring accuracy of records of all EM in-class training across the province and Learning Management System (LMS) course completion.

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](#)).

- Primary Responsibilities and Activities:**
- Support EM curriculum design and content development, focusing on continuous and iterative improvement
 - Oversee daily operations of LMS platform.
 - Lead or participate in AEMA proprietary curriculum development.

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- Support E- Learning content production.
- Develop scalable training packages aimed at standardizing regional EM workshops.
- Lead or participate in working groups on EM curriculum development.
- Ensure training records are properly maintained and managed in accordance with privacy regulations.
- Lead periodic evaluations of LMS infrastructure and technology, planning and implementing specific projects to improve functionality of the system.
- Conduct research and analysis on similar programs in other jurisdictions with a view to identifying best practices that can be applied in Alberta. This will be a continuous improvement activity.

Secondary Responsibilities and Activities:

Maintenance of business lines and support to Field Operations

- Support all TCS lines business during PECC activations when staffing is limited.
- Assist in the enforcement Alberta EM Standards and AEME policies within the established curriculum.
- Assist in coordinating All- Hazard Incident Management Teams (AHIMT) assets during PECC activations.
- Manage the maintenance of information on the website to ensure that it is current, comprehensive and accessible.
- Support FOs in their efforts to assist communities with training and exercise activities.
- Determine future vision of program(s) delivery by TCS team and set up project plans to ensure success of the team in all initiatives.
- Deliver presentations on EM curriculum at conferences, workshops and symposia to promote preparedness.
- Assume role of Manager TCS when required.

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](#)).

TL EM Ed ensures TCS lines of business regarding curriculum development, access to EM education material and tracking of qualification are properly maintained to meet AHJ requirements. This position is a supervisory position who oversees these business areas within TCS. TL EM requires a deep and comprehensive understanding of curriculum development, administration of LMS and records management. TL EM Ed is responsible for the provision of advice and recommendations to Manager TCS and other section heads on identified issues and solutions regarding new or existing EM curriculum. Where appropriate, this advice may be offered to other emergency management and municipal officials in support of their own EM training programs.

TL EM Ed must be a strong relationship-builder and capable of creating a collaborative working environment involving a wide range of stakeholders. The position requires an analytical thinker would can make recommendations or alternatives based on established performance measures. In conducting such analysis, the TL EM Ed is skilled in problem analysis and have the ability to communicate options with EM partners on proposed options for improving existing curriculum and methods of delivery with the aim of building capabilities and resilience within Alberta.

TL EM Ed works with a high degree of independence and is expected to be a self-starter, operating within the boundaries and priorities set by TCS management, Field Operations and the Provincial Operations Annual Operating Plan, the Agency Strategic Plan, and legislation and regulation. The Manager TCS is available to support with the more complex issues and will coordinate additional resources where necessary and appropriate.

On occasion, The Team Lead EM Education will be required to perform role of the Manager TCS; this could be the result of manager being absent for any reason, or a decision by Director Field Operations to augment the PECC or a region (routine or emergency situation) with additional capacity for a specific purpose. This will see the position to fill the role and ensure continuity of TCS services to EM partners to include local governments in municipalities, First Nation communities, and Métis Settlements, and private EM contractors.

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](#)).

Education and Training:

- This position requires a post-secondary graduation in Education, BSc. Instructional Design, Educational Technology or a related field;
- 5 years of progressive instructional design related experience

This position requires knowledge of:

- Structuring educational programs to include both classroom-style and web-based courses;
- Provincial emergency management legislation, regulations, policies, and plans to help support internal and external stakeholders' compliance with mandated training requirements;
- Application of Analysis, Design, Development, Implementation, and Evaluation (ADDIE) instructional design system;
- Understanding of emerging issues, trends, practices, and research in emergency management to maintain rapport with AEMA's internal and external stakeholders by creating practical and relevant training products that improve emergency management practices and disaster resilience in Albertan communities;
- Managing curriculum development and instructional design processes to foster positive emergency management training experiences on the user-end, by aligning AEMA's proprietary suite of training products with adult education best practices;
- Detailed working knowledge of current provincial plans, agreements, arrangements and procedures for emergency management;
- Working knowledge of national and international standards related to emergency management.
- Thorough knowledge of Alberta EM Standards; and
- Awareness and understanding of provincial capabilities and key vulnerabilities within emergency management.

This position requires skills in:

- Communicating professionally in oral and/or written form to support a wide range of deliverables including internal briefings, reports, presentations, and external-facing publications;
- Interpersonal relations to build and maintain AEMA's ongoing partnerships with key industry stakeholders;
- Microsoft 365 proficiency including the use of Word, PowerPoint, Excel, Outlook, and Teams to conduct day-to-day administrative and operational tasks;
- Assessing situations, making decisions, and taking action, even with limited certainty and impending risks, especially when supporting functions of the PECC;
- Hands-on experience in managing and customizing a LMS platform, creating and uploading course content, creating and delivering training programs, tracking the progress and performance of learners, and providing users with technical assistance and training;
- A solid understanding of instructional design, e-learning technologies, and learning management systems, as well as excellent communication and project management skills;
- Familiarity with video editing software;
- Must be an analytical thinker, able to provide recommendations on curriculum change resulting from reviewing performance data;
- Strong time management and decision making skills; and
- Ability to work independently in a professional manner and in accordance with Code of Conduct for the Public Service of Alberta.

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

The Emergency Management Education Designer reports directly to the Manager, Training, Certification, and Standards. In order to support its functions, this position may require interactions with the:

- Executive Director, Provincial Operations;
- Director, Field Operations;
- Managers and staff of AEMA’s Provincial Operations, Strategy and Systems Support, and Recovery branches;
- Command and General Staff of the PECC;
- Managers and staff of Government of Alberta partners (e.g. Communications and Public Engagement, Accessible Documents, Consequence Management Officers, Business Continuity Officers, etc.); and
- External stakeholder groups (e.g. industry partners and consultants, local authorities, First Nations, professional associations, educational institutions, members of the public, etc.).

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

This position has four subordinates.

This position will supervise staff assigned to support the EM curriculum development and administration of records management.

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](#)).

This is a new position.

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

Manager

	_____	_____	_____
	Name	Signature	Date

Division Director/ADM

	_____	_____	_____
	Name	Signature	Date