

POSTING NOTICE

COMPETITION #: SC-019-2425

POSTING DATE: September 11, 2024

CLOSING DATE: September 20, 2024

CLOSING TIME: 12:00 PM

POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Training and Education Officer

PROGRAM AREA: Saskatchewan Emergency Response Institute

SALARY: As per Collective Agreement – Instructor salary grid

LOCATION: Hybrid: Melville/Remote – Regular on-site attendance at the Melville campus is scheduled and required during the full-time Professional Firefighter Qualifications program. Program development work can be done remotely.

POSITION START DATE: As soon as possible

HOURS OF WORK: 1200 hours/200 days

STATUS: Permanent / Full-Time

IMMEDIATE SUPERVISOR: Kami DePape, Vice President, Partnerships and Innovation

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

The Training & Education Officer is primarily responsible for the development of curriculum, instructional delivery, evaluation, and continual review of fire and emergency services training for the Saskatchewan Emergency Response Institute (SERI) at Suncrest College. These programs may include institute credit, industry certified or non-credit programs developed to meet a specific industry need.

The position is integral to curriculum and program development, the recruitment of students, and the promotion of emergency & fire response training to municipal and industrial clients. This position is responsible for the supervision of instructors associated with delivering emergency services programs. The Training & Education Officer will assist in the Professional Firefighter instruction alongside the Lead Instructor and adjunct instructors as needed.

The Training & Education Officer will work closely with the Saskatchewan Public Safety Agency and will represent the College on provincial, regional, and local committees, as required.

JOB DUTIES AND RESPONSIBILITIES:

1. Program Administration:

- Oversee the daily operations of SERI programming delivery, ensuring all logistics are in place to deliver quality programming.
- Develop standard operating procedures and policies related to education and training programs.
- Ensure maintenance, care, and replacement of special equipment pertaining to education and training programs.
- Assist in the development of specifications for the various pieces of equipment at SERI.
- Adhere to policies, standard operating procedures, and rules and regulations as set out in The Occupational Health and Safety Act.

- Identify and lead the course development of emergency response programming for delivery throughout the province.
- Participate in the planning process to assist in determining annual program plans and evaluate programming effectiveness in meeting community/industry needs.
- Lead ongoing course development of provincial training programs as requested by provincial sectoral associations e.g. Saskatchewan Mining Association – Industrial Safety Sector.
- Respond to training needs identified for Municipal and Industrial; prepare training plans and training proposals, and organize the delivery of specific training needs.
- Participate in the recruitment and selection process for program staff as required.
- Provide effective supervision of staff reporting to this position, ensuring all staff receive ongoing orientation, evaluation, and support. Ensure that all staff supervised have developed work plans, professional development plans, and updated job assignments.
- Promote programs at career fairs, trade shows, to secondary schools and to the general public.
- Work with Saskatchewan Public Safety Agency in student recruitment and in the student selection process.
- Consult with all College staff as needed, especially Corporate Training, Marketing, and Teaching and Learning departments.
- Work closely with the Corporate Training business office regarding quotes, logistics, and scheduling of instructors and certification evaluations.
- Support and advocate to all staff and external partners for alternative delivery methods in education, primarily for distance education, both synchronous and asynchronous.

2. Program Delivery:

- Responsible for the effective instruction of assigned education and training programs.
- Responsible for the research of industry trends and best practices for inclusion in the creation of training curriculum and lessons.
- Responsible for formatting training lessons and curriculum into Learning Management System with support of Teaching and Learning Mentors.
- Assist with the planning and facilitation of training or practical drill sessions in the Professional Fire Qualifications program.
- Oversee and conduct testing and evaluation of program participants to industry standards.
- Provide effective support and guidance to instructional staff on Instructional Standards, strategies, and technology use.
- Collect student documentation and reports from instructors where required; assist in preparing program reports; distribute reports and documentation internally and externally as required.
- Maintain program and course records as required.
- Address issues with clients and instructors as they arise and assist in resolving conflicts.
- Provide timely oral and written reports to the management, funding agencies, and other partners as required.
- Ensure all program delivery meets or exceeds the college expectations and IFSAC standards.

3. Relationship Management:

- Communicate effectively with students, staff, students/clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public.
- Ensure record of contacts and clients is current and accurate.
- Participate and represent the College in meetings and discussions with stakeholders such as co-workers, clients, agencies, business and industry, and educational institutions.

- Participate in the on-going communication with International / Provincial corporations and/or provincial organizations in the development of fire/emergency training that may affect provincial fire policies or procedures.
- Maintain regular communication with provincial emergency services organizations (Saskatchewan Fire Chiefs Association/Saskatchewan Volunteer Firefighter Association) and city fire departments and Industrial corporations throughout the province.
- Represent the college as an alternative or liaison on provincial organizations or sectoral associations.
- Develop partnerships with other fire departments, fire colleges, universities, private industries, and any other organizations that will positively impact the department's goals and objectives.

4. Additional Duties:

- This position will be required to travel on occasion; most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience:

- The minimum educational qualification for this position is a Grade Twelve Diploma and the following firefighting certifications:
 - NFPA 1041 Fire Services Instructor Level 1
 - NFPA 1001 Level 1 & 2
 - NFPA 1002
 - NFPA 1072 Operations Level
- The minimum amount of practical, related, and recent experience required to perform the duties of this position is seven years firefighting experience.
- NFPA 1041 Level II certification (IFSAC) or requirement to complete within one year of accepting position.
- Certificate in Adult Education from a recognized post-secondary institution is an asset.
- NFPA 1021 Fire Officer Level I is considered an asset.
- NFPA 1081 Incipient, Interior, Exterior, and Leader certifications would be considered an asset.
- NFPA 1521 Safety Officer would be considered an asset.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities:

- Extensive knowledge of instructional, training, and evaluation principles.
- Demonstrated supervisory skills.
- Ability to plan and schedule projects to ensure timelines are adhered to.
- Ability to work with a high degree of initiative and independence.
- Ability to perform firefighting functions.
- Demonstrated experience in managing multiple tasks.
- Demonstrated oral and written communications skills.
- Demonstrated public relations and public speaking skills.
- Exceptional interpersonal skills and the ability to work within a team.
- Demonstrated commitment to student success.
- Demonstrated ability to analyze needs, resolve issues, and make recommendations.
- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, and distance education technologies.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.



- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
 - Ability to adapt to changing circumstances.
3. Other Requirements:
- Other NFPA certifications that may be required based on assignment.
 - Valid Driver's license is required.
 - Satisfactory Criminal Record Check required.