



JOB TITLE: Manager, Training and Program Development

REPORTS TO: Director, Safety Services

PURPOSE: To provide leadership and management for the development of injury prevention programs include the delivery and coordination of quality safety training.

Specific Accountabilities include:

Training Component:

- Develops new courses and revise existing courses. Responds to industry requests for new courses and initiates revision for existing courses.
- Facilitates Council training programs with a specific focus on technical safety support and leadership skills training.
- Oversees the design and development of leader manuals and participant manuals for new and existing training programs.
- Participates in instructional design work teams – for custom curriculum development.
- Develops training needs assessment instruments and oversees training needs assessment activities.
- Make decisions regarding appropriate training initiatives based on needs assessments under the direction of Director, Safety Services
- Designs appropriate visual aids for use in designated training programs.
- Oversees the proper administration, scheduling and co-ordination of training programs in co-operation with training administrative staff.
- Supervise administration, coordination and quality assurance of franchise safety training programs.
- Ensures proper consolidation and communication of training statistical reports and information to specified areas.
- Presents training business outcomes, impact and evaluation to senior Council staff and monthly reviews
- Identifies and evaluates all relevant training resources, including books, journals, periodicals, videotapes and software.
- Identifies, interacts and evaluates training consultants and product vendors where and when required.
- Participates in department quality assurance program and administers training evaluation instruments.
- Oversees the development and dissemination of training calendars.
- Actively participates in Technical Advisory Committee meetings
- Conducts research and development to support the development of training programs
- Attends and provides evaluation of all new and existing internal training programs.
- Develops, designs, implements and delivers training to industry groups
- Attends all relevant and necessary meetings as they pertain to training initiatives.
- Interacts regularly with Council staff and stakeholders in response to immediate training issues and concerns.

Program Development Component:

- Provision of technical & strategic EHS support to clients & stakeholders across the industry.
- Development of formal assessments & options on safety issues identified by the industry.
- Direction and oversight for the Industry Safety Support Program (Advocacy).
- Sourcing best practices and world class safety performance methods for re-application in the forest sector.
- Management and leadership in establishing a safety benchmarking process.
- Leadership and interface with various public sector research agencies in establishing injury prevention research.
- Monitors regulatory changes and conducts impact analyses.
- Oversees proper administration and implementation of employee orientation and job induction process.
- In determining both training and program safety needs the role liaises and consults with industry associations, companies, government agencies, instructors and associations representing other industries.

QUALIFICATION PREFERENCES:

- Minimum 10 years of forestry related industry experience
- Minimum of 3 – 5 years with related health and safety experience
- Proven track record of developing, implementing and delivering training programs
- Minimum 5 years supervisory and / or management experience.
- Working towards or have achieved a Canadian Registered Safety Professional (CRSP) Certification or equivalent
- Strong supervisory, work planning, time management, facilitation and organizational skills.
- Effective and articulate written and verbal communication skills
- Self starter and driven. Can work with minimal direction and oversight

Please send your resume to the attention of:

Rob Moonen, Business Manager moonen@bcforestsafe.org