



JOB TITLE: Training and Program Development Advisor

REPORTS TO: Director, Safety Services

PURPOSE: To provide development, coordination and delivery of training and injury prevention programs that meet the needs of industry.

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.
- Assists with 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.
- Designs appropriate visual aids for use in designated training programs.
- Works with Manager of Training and Program Development to ensure proper consolidation and communication of training statistical reports and information to specified areas.
- Participates in department quality assurance program and administers training evaluation instruments.
- As required participates in Technical Advisory Committee meetings
- Attends and provides evaluation of all new and existing internal training programs as required.
- 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.
- Supports other Council staff in developing, implementing and delivering training as required to industry groups.
- Has capacity to deliver key training programs as required.

Program Development Component:

- Works with the Manager of Training and Program Development in providing technical & strategic EHS support to clients & stakeholders across the industry.
- Develops formal assessments & options on safety issues identified by the industry.
- Participates and provides support for the Councils Advocacy program.
- Works with various public sector research agencies in establishing injury prevention research.
- Works with the Manager of Training and Program Development to monitor regulatory changes and conduct impact analyses.
- Works with the Manager of Training and Program Development In determining both training and program safety needs.
- Develops and coordinates injury prevention campaigns
- Develops and publishes safety alerts and other required safety communication as needed

- Participates in field verification audits as required

QUALIFICATION PREFERENCES:

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

Please send your resume to the attention of:

Rob Moonen, Business Manager moonen@bcforestsafe.org