



ROLE DESCRIPTION

JOB TITLE: Training Systems and Standards Coordinator

REPORTS TO: Manager, Training and Standards

PURPOSE: To design, develop, coordinate and implement training and document management systems that support the delivery of consistent, quality training programs, contributing to the organization's mandate of supporting industry in implementing changes necessary to eliminate fatalities and serious injuries in the forest sector.

COMPETITION #: 2018-05

CLOSING DATE: November 9, 2018

LOCATION: Nanaimo, BC

PRIMARY RESPONSIBILITIES:

The primary responsibilities of this position include, but are not limited to, development and maintenance of training systems and documentation management.

SPECIFIC ACCOUNTABILITIES INCLUDE:

Training Systems

- Configures, maintains and supports document, online learning management and assessment systems
- Maintains and supports the training database system and webpages
- Maintains the photocopier configuration for mass production of training materials
- Develops and maintains standard operating procedures for training systems
- Identifies departmental training systems needs and proposes solutions
- Mentors staff on all training systems as required

Documentation Management

- Develops and maintains procedures for assessment-based certificate programs
- Works with the Manager, Training and Standards to develop and maintain policies for programs
- Develops and maintains standard operating procedures for document management
- Develops, formats and edits departmental documents to the established standard
- Performs annual audits on programs and standards documents in order to ensure that all documents are properly aligned and managed; adjusts as required

- Provides departmental content for the website
- Develops style guides and course templates
- Proofreads and edits occupation standards and course materials
- Maintains the course and program library
- Mentors other departmental staff and course development contractors on document management as required

Other Duties

- Provides relief coverage for training team
- Provides relief coverage of reception, alternating with other employees
- Course creation may be included with the role for qualified candidates

QUALIFICATION PREFERENCE:

- Experience setting up and configuring Totara or Moodle LMS
- Experience with Microsoft Dynamics CRM, SharePoint, and database systems
- Experience with online form creation
- Minimum of 3 – 5 years related administrative experience
- Experience in document management and version control
- Advanced Microsoft Word and Excel experience
- Experience with HTML
- Forestry related experience and knowledge of the industry is considered an asset
- Strong work planning, time management and organizational skills
- Effective written and verbal communication skills
- Excellent writing and research abilities

Please send your resume to the attention of: careers@bcforestsafe.org