



ROLE DESCRIPTION

JOB TITLE: Training Systems and Standards Coordinator

REPORTS TO: Manager, Training and Standards

PURPOSE: To maintain training systems and document management systems for the training team

COMPETITION #: 2017-02

CLOSING DATE: May 4, 2017

LOCATION: Nanaimo, BC

PRIMARY RESPONSIBILITIES:

The primary responsibilities of this position include, but are not limited to, maintenance of training systems and document management systems for the training team.

SPECIFIC ACCOUNTABILITIES INCLUDE:

Training Systems

- In conjunction with the Manager, Training and Standards, develops and maintains standard operating procedures for training systems
- Mentors other departmental staff and course development contractors on their use
- Maintains training database systems, including troubleshooting and support
- Identifies departmental database needs and proposes solutions
- Configures, maintains and supports the online learning management system
- Coordinates computer based training, including troubleshooting and support
- Maintains the photocopier configuration for mass production of training materials

Documentation Management

- In conjunction with the Manager, Training and Standards develops and maintains ICE1100 policies and procedures, and develops standard operating procedures for document management
- Mentors other departmental staff and course development contractors on their use
- 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
- Provides departmental content for the website

- Develops style guides and course templates
- Proofreads and edits occupation standards and course materials
- Maintains the standards library and issues unit codes

Other Administration

- Provides support to contractors
- Provides relief coverage within the Training Team

QUALIFICATION PREFERENCE:

- Minimum of 3 – 5 years related administrative experience
- Experience with CRM and database systems
- Experience setting up and configuration of online learning management systems such as Totara or Moodle
- Experience setting up and configuring SharePoint
- Experience in document management and version control
- Advanced Microsoft Word and Excel experience
- Experience with HTML
- Experience with advanced photocopier systems
- Forestry related industry experience and knowledge of the industry is considered an asset
- Demonstrated ability to understand, interpret and apply quality assurance standards such as ICE 1100
- Strong work planning, time management and organizational skills
- Effective written and verbal communication skills
- Excellent writing and research abilities
- Well organized, capable of managing multiple tasks, often without direct supervision.

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