



CLASSIFICATION SPECIFICATION

Classification: Systems Trainer

Pay Grade: 24C

I. JOB FUNCTIONS

Under general supervision, the incumbent is responsible for the development and delivery of training and providing related support. Independence of judgment and action is exercised within established guidelines and policies.

II. TYPICAL DUTIES

- Plans, designs, conducts and supervises training.
- Researches, prepares, updates and maintains lesson plans and related course materials and documentation.
- Schedules and monitors training based on needs and requests.
- Performs needs assessments and evaluations to determine training requirements.
- Develops and administers exams related to training and coordinates evaluation measures.
- Receives input on performance to identify additional training needs.
- Assists in development of work standards and procedures and manuals.
- Provides information and feedback regarding training requirements and program availability.
- Provides materials and support to coaches and mentors to assist in facilitation of training.
- Acts as a resource person to staff and management.
- Maintains list of training issues and contacts to assist in training delivery.
- Prepares and maintains records and files related to the work.
- Prepares training room for courses.
- Assists in creation of yearly course calendar for training.
- Responds to internal and external inquiries related to the work.
- Provides support to Operational Communications Centre (OCC) training program as required.
- Performs other job related duties as required.

III. WORK CONDITIONS/EFFORT

Office environment. May be required to work a flexible 37.5 hour work week.

IV. KNOWLEDGE, ABILITY AND SKILL

- Knowledge of police terminology and reporting procedure.
- Knowledge of PRIME and other computer applications and software related to the work.
- Knowledge of detachment work flows, operating procedures and policies.
- Knowledge of training processes and techniques.
- Ability to plan and design training.
- Ability to prepare, update and maintain materials and documentation related to the work.
- Ability to provide information and feedback and respond to inquiries.
- Ability to communicate orally and in writing.
- Ability to develop and deliver presentations and training.
- Ability to facilitate group meetings.
- Ability to work in group setting and under minimal supervision.
- Ability to organize, prioritize and manage a diverse workload.
- Ability to establish and maintain effective working relationships with staff and other agencies.
- Ability to exercise independence of judgment and action within established guidelines and policies.

V. EDUCATION AND EXPERIENCE

Grade 12 supplemented by courses from a post secondary institution in a related discipline. A combination of five years experience in a policing environment including the delivery of training and working with PRIME.

Accurate typing speed of 45 wpm.

VI. LICENSES, CERTIFICATES

Relevant level of RCMP security clearance.

Valid BC Driver's License.