

EXPRESSION OF INTEREST

**Training and Recruitment
Provincial Training Officer (DS24)**

Regular Full-Time

SALARY RANGE (includes TMA): \$68,546.51-\$78,183.63

RESTRICTED TO IN-SERVICE EMPLOYEES WITHIN BC SHERIFF SERVICE

Honour, Integrity, Commitment

We acknowledge the lands and waters that we travel as public servants and pay respect to the traditional keepers of this land.

We are looking for an individual who possesses excellent leadership and communication skills to join our team of Provincial Training Officers. As a Provincial Training Officer (PTO) you will be reporting to British Columbia Sheriff Service's (BCSS) Training and Recruitment Section.

JOB OVERVIEW:

In this role, you will become part of a team dedicated to delivering workforce training, certification, and development programs aimed at establishing and developing key mental, emotional and motor skills necessary for the safe and successful delivery of Sheriff Service's programs across the province. A PTO is also responsible for providing coaching and mentorship to other training officers and in-service members, undertaking use of force reviews, and managing multiple projects with significant internal impact to various program areas and internal and external stakeholders.

This position exercises a fair degree of autonomy and candidates must demonstrate not only the ability to schedule and prioritize their work within their regularly scheduled shifts, but also direct and schedule others according to sound budgetary practices. The successful candidate must possess the ability to develop curriculum and lesson plans, have or develop excellent presentation skills, and possess strong planning, organizational and coordinating skills.

Note: *The position is in the Vancouver Coastal Region.*

QUALIFICATIONS:

- Grade 12 or equivalent, as well as post secondary courses in instructional and training methods or an equivalent combination of education, training and work experience with the justice, legal or policing system
- Minimum of three years experience in BCSS's operational programs
- Understanding of curriculum development and lesson plans
- Strong presentation, planning, organizational, and coordinating skills
- Must be certified as a Force Response Options Instructor and/or Firearms Instructor, preferably in both disciplines
- Prior instructional or on-the-job staff coaching experience
- Experience in managing projects and/or leading and facilitating project teams.

- Demonstrated ability to analyze, research, plan and deliver and/or evaluate new policy and program initiatives.
- Ability to identify and analyze ramifications of proposed options and develop recommended responses.
- Previously demonstrated strong leadership ability.
- Excellent oral and written communication ability with experience in Microsoft Outlook, Word, Power Point, and Excel programs.

PREFERENCES MAY BE GIVEN TO APPLICANTS WITH:

- SRT instructional experience
- Completion of Instructional Techniques or Coaching Skills training
- Completion of courses in Presentation and/or Instructional Skills or Effective Presentation

Please review the attached job profile for detailed information about the role, qualifications and experience required to be considered for this opportunity.

The successful applicant will be subject to Enhanced Security Clearance check(s).

An eligibility list *may* be established.

To apply please submit your resume and cover letter, demonstrating how you meet the qualifications of this position, to the following: [s.22](#)

Contact: Senior Inspector [s.15](#)

E-Mail: [s.15](#)

Phone: [s.17](#)

Closing Date: January 26, 2022

EXPRESSION OF INTEREST

Training and Recruitment Provincial Training Officer (DS24)

6 Month Temporary Appointment

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Closing Date: June 21, 2021

Sgt and S/Sgt positions filled per region 10/1/2018 To 9/18/2023

Island

s.15

Sergeant	July 2019
Sergeant	May 2020
Sergeant	February 2020
S/Sgt	September 2021
Sergeant	September 2022
S/Sgt	April 2023
Sgt	April 2023

Coastal

s.15

Sergeant	December 2019
Sergeant	December 2020
S/Sgt	May 2021
Sergeant	October 2021
Sergeant	October 2021
Sergeant	October 2021
S/Sgt	April 2023
S/Sgt	April 2023
Sergeant	April 2023

Fraser

s.15

S/Sgt	December 2020
S/Sgt	December 2020
S/Sgt	May 2021
Sergeant	August 2021
Sergeant	November 2021
Sergeant	October 2022
Sergeant	November 2022
Sergeant	December 2022
Sergeant	February 2023
S/Sgt	June 2023

Interior

s.15

S/Sgt	December 2018
Sergeant	April 2019
S/Sgt	March 2022
S/Sgt	March 2023
Sergeant	March 2023
Sergeant	April 2023

North

s.15

Sergeant	January 2019
S/Sgt	March 2020
Sergeant	October 2020
S/Sgt	November 2020
S/Sgt	October 2020
Sergeant	December 2020
Sergeant	April 2021
Sergeant	June 2021
Sergeant	June 2021
S/Sgt	September 2021
Sergeant	October 2022
Sergeant	January 2023

Number of individuals who have joined BC Sheriff Service (from Tanya)

134 (NOTE: not all have joined the division as sheriffs: 7 joined in administrative roles, 127 are sheriffs)

PTO Promotional Panels (from s.15)

Temporary appointment PTO (Coastal Region) Competition:

- Expression of Interest (EOI) posted June 7th, 2021
- Posting closed June 21st, 2021
- Nine internal applicants (all instructor certified) / two of the nine withdrew
- Seven applicants interviewed July 21st through July 23rd, 2021
- One successful applicant identified
- Two applicants placed on eligibility list (six months)
- August 23, 2021 offer letter sent to successful applicant
- September 13th, 2021 successful applicant began temporary appointment
- Salary range at this time was: \$68,546.51 – 78,183.63 annually including temporary market adjustment (TMA). Salary appointed to successful applicant was \$74,183.63 which reflected Grid 24, Step 5 of \$2,908.64 biweekly with a one (1) salary grid TMA of \$88.13 biweekly

Regular Full-time PTO (Coastal Region) Competition:

- EOI posted January 12th, 2022(salary range listed on the posting was \$68,546.51-\$78,183.63 which included the TMA in the total / range without the TMA added would have been \$66,557.72-\$75,884.38)
- Posting closed January 26th, 2022
- Six internal applicants (all instructor certified)
- Six applicants interviewed February 9th and 11th, 2022
- Once successful applicants identified
- Two placed on eligibility list (one year)
- February 18th, 2022 offer letter send to successful applicants
- May 6th, 2022 confirmation letter send to successful applicant.
- Salary range at this time was: \$69,185.43 – \$78,814.47 annually including temporary market adjustment (TMA). Salary appointed to successful applicant was \$68,546.51 which reflected Grid 24, Step 2 of \$2,730.57 biweekly with a one (1) salary grid TMA of \$165.35 biweekly