

Posting Details, Questionnaire Master and Batch File

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Report Generation Date: 16-May-2019

Parameters:	Exec Time: 0 hr(s) , 0 min(s), 9 sec(s)
<i>Requisition #:</i>	1535
<i># of Applicants:</i>	10

The data starts on the next page.

Position Details

Req #	1535
Position Number	00101282
Ministry ADM	Wes Boyd, ADM of Management Services Division
Hiring Manager	Elaine Cross
Position Classification	Administrative Officer R21
Ministry / Organization	BC031 - Social Dev & Poverty Reduction
Ministry Branch / division	Engagement & Workforce Development/Management Services Division
Ministry approval to hire	Yes
Full / Part Time	Full-time
Employee Class (not posted)	Temporary Assignment (TA)
Job Type (displayed on posting)	Temporary Assignment (TA)
Temporary End Date	2011-03-31
FTE	1
Location	Vancouver
Salary PLa	GEU
Job Grade	21A
Union Code	GEU

Position Options & Status

Posting Title	ADMN O 21R - Training Specialist
Job Profile	1289_1300_1289_1116_PRJ_JS_AO21_Training_Specialist_31DEC2009_1_.doc
Requisition Image	

Job summary

Training Specialist

Salary \$51,290.00 - \$58,511.52 annually

Temporary Assignment until March 31, 2011

An educational opportunity to share your EAW expertise

The Training Specialist incorporates Integrated Case Management training into the existing core training for new hires, Employment and Assistance Worker core training.

In your role as Training Specialist, you utilise several analytical tools, such as needs and/or gap analysis and cost benefit analysis to examine existing programs, policy and business requirements and identify operational and training challenges. A skilled communicator and coach, you conduct presentations and assist in the development and delivery of specialised training programs. Through working with the EAW Coach and ICM Trainer communities, you'll also establish and maintain a training website of online manuals, training materials and visual aids. An innovative thinker, you successfully incorporate ICM values into training policy, standards and procedures. This is a unique opportunity for an EAW to gain valuable experience and provide important input into EAW training programs.

For complete details on this opportunity, please review the attached job profile. Applications may be considered for other current and future vacancies, including permanent and/or temporary positions in various locations. A criminal record check will be required. Regular employees must have their supervisor's approval prior to applying for the temporary assignment.

Only applications submitted using the BC Public Service Recruitment System on this website will be accepted.

Job Qualifications

To be considered for this position, applicants must clearly indicate that they have the following:

Technical diploma in adult training preferred

Experience in writing training material (work samples may be requested)

Two years experience as an Employment and Assistance Worker (EAW)

Experience with MS Office suite of computer applications (PowerPoint)

Knowledge of the policies, regulations, and legislation governing work in the program/organization

In depth knowledge of EAW core training (i.e. EAW Coach)

In depth knowledge of Integrated Case Management training (ICM) (i.e. ICM trainer or super user)

Ability to communicate effectively both verbally and written with multiple stakeholders

Comments (Internal only)	Oct 5/10 -JB - position# not on Ministry CRC Designation spreadsheet. Consultation with HM scheduled for tuesday Oct 12 - CB Oct 12 - Spoke with Elaine Cross to confirm if they want to post this under 7 month TA. Elaine will check with director and get back to RC. Oct 14 - Elaine confirmed they want to go with a 2 week post. Reviewed job profile, updated job requirements and sent to Elaine to review and update job overview. Also discussed services - Elaine to confirm. Oct 18 - rec'vd updated profile and req sent to MS for job ad. Oct 19 - HM requested changes to job ad Oct 20 - ad updated and sent to HM Oct 21 - approved and posted RECRUITMENT PLAN confirmed by phone with Elaine on Oct 21 2 week post HM will do screening - send applicants and end of week one then after closing RC to provide sample questions and marking guide/summary HM responsible for scheduling interviews, administering and marking tests, selecting panel and chairing meetings, selecting the candidate, reference checks (RC to provide format), providing feedback to unsuccessful applicants Oct 19 - received job profile from Elaine with further updates. Oct 20 - updates inco
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Job Status	Filled
Category	Education Services
Post Date	2010-10-22
Close Date	2010-11-05
Planned Referral Date	2010-11-09
Planned Offer Date	2010-11-19
# of Openings	1
Recruitment Team	Corporate services and management
Recruiter Assigned	Cynthia Briggs
Jobseeker can view Recruiter info?	Yes
Restricted Pools	
Isolation Allowance	No
TMA	No
Security Screening Required?	Yes
Security Requirement Type	
Last Review Date	

TITLE: TRAINING SPECIALIST**CLASSIFICATION: ADMINISTRATIVE OFFICER 21****CONTEXT**

The job profile would typically reside in a training or staff development unit and report to an excluded manager at the Business Leadership or Strategic Leadership level. Provides advice, and develops and delivers a variety of education programs to meet regulatory, certification, management, and performance requirements.

JOB OVERVIEW

To develop, integrate, and update core training to ensure it is aligned with new or changed policy, legislation, systems or standards.

ACCOUNTABILITIES

Required:

- Utilizes a range of analytical tools, such as needs and/or gap analysis, statistical and cost benefit analysis to analyse existing or proposed legislation, policy, programs, and business requirements and identify operational, training and budgetary implications.
- Conducts course and modular evaluations; revises instructional materials to meet changing group and individual needs; identifies appropriate learning activities and priorities arising from program reviews.
- Conducts statistical analyses of training data and certification records, provides summary reports of emerging issues, and makes recommendations to executive regarding training policy, standards and procedures, and the annual training plan and budget.
- Ensures that contracted training providers adhere to formally developed training standards and contract deliverables; conducts audits of training sessions.
- Manages training delivery contracts including contract negotiation, selection, procurement, and administration.
- Reviews operational training programs and evaluates the impact of training courses on performance standards, staff competence and succession objectives. Assesses the validity of certification standards and instructors' qualifications.
- Makes formal and ad hoc presentations and assists in the development and delivery of specialized training programs and "train the trainer" sessions. Provides technical advice, and guidance to staff interested in certification, training requirements, schedules, etc.
- Establishes and maintains a training resource centre by updating manuals, retaining master copies of course material and cataloguing visual aids and technical reference materials.
- Develops and monitors budget related to training for the fiscal year; ensures sufficient funding is available and that expenses are in line with targeted funding allocations.

Career Group:
Administrative ServicesJob Family:
Training

Job Stream:

Role:
Technical

Optional:

- Procures equipment and materials required for training needs and maintains an inventory of equipment.

JOB REQUIREMENTS

- Technical diploma in adult training preferred
- Experience in writing training material (work samples may be requested)
- Two years experience as a Employment and Assistance Worker (EAW)
- Experience with MS Office suite of computer applications (powerpoint)
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FTE	1
Location	Richmond
Salary PPlan	GEU
Job Grade	21A
Union Code	GEU

Position Options & Status

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Job Status

Cancelled

Category

Education Services

Post Date

2010-10-21

Close Date

2010-11-04

Planned Referral Date

2010-11-08

Planned Offer Date

2010-11-19

of Openings

1

Recruitment Team

Corporate services and management

Recruiter Assigned

Cynthia Briggs

Jobseeker can view Recruiter info?

Yes

Restricted Pools	
Isolation Allowance	No
TMA	
Security Screening Required?	Yes
Security Requirement Type	
Last Review Date	

Questionnaire

Questionnaire Title
For
Screened-In Minimum Score
Maximum possible score

Q#

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