



IDENTIFICATION

Department	Position Title	
Justice	Training Officer	
Position Number	Community	Division/Region
82-242	Yellowknife	Corrections Service / North Slave

PURPOSE OF THE POSITION

The Training Officer is responsible for the uniform practices, development and delivery of training for all community and facility corrections staff. The incumbent ensures that departmental operations and standards are achieved and maintained through the delivery of appropriate training, evaluation and staff development in accordance with established legislation, policies, goals, objectives and in support of the Vision, Mission and Values statement of the Corrections Service.

SCOPE

Located in Yellowknife and reporting to the Manager of Programs, Training and Development, the Training Officer operates at the North Slave Correctional Centre for 40% and 60% at the corrections headquarters to coordinate, deliver, evaluate and support corrections service initiatives.

The Training Officer is a Peace Officer while on duty. The Training Officer is responsible for delivering and evaluating facility/regional training program for 20%. This position operates within relative autonomy, directly supervising, coordinating and evaluating up to 10 instructors and 25 mentors of the local facilities. This position identifies, researches, develops and incorporates material, competencies, and policy into training, and ensures departmental operations and standards are achieved and maintained through appropriate training, evaluation and staff development.

The Training Officer has a direct impact on approximately 275 indeterminate and 125 relief officers while undergoing training, manages multiple, ongoing projects for the Corrections Service, and has a direct impact on all staff training curriculum, training and retention of all correctional staff.

This position also maintains the Training Stores Inventory. The Training Officer's work is



directed by legislation (Federal-Corrections Conditional Release Act, Corrections Conditional Release Act, Prison and Reformatory Act, Criminal Code of Canada, Youth Criminal Justice Act, Young Offenders Act and Territorial GNWT Corrections Act, Public Service Act, Access to Information Privacy Protection Act); and specific policies (Corrections Service Directives, Territorial Safety Acts and Legislation and the HR Manual).

RESPONSIBILITIES

1. Develops, implements and evaluates staff training, procedures and development programs that establish the standards for Corrections Service practices.

- Instructs and coordinates the Corrections Northern Recruitment Training Program.
- Manages, supervises, coordinates and evaluates up to ten (10) Instructors and 25 Mentors throughout the year.
- Coordinates, instruction and evaluations for up to 300 employees receiving training.
- Identifies training needs in consultation with the Manager of Programs, Training and Development, and senior managers in the Corrections Service.
- Provides quality assurance by training, monitoring and evaluating facility instructors and providing feedback to the Manager of Programs, Training and Development.
- Makes recommendations for planning, development, and implementation of all staff training curriculum and subject matter.
- Provides guidance to instructors and recommends employee discipline during training programs to HQ staff in consultation with Human Resources.
- Designs, develops, schedules, supervises, coordinates and instructs training initiatives to enhance professional development to involved staff.
- Analyzes and evaluates training and development programs and the delivery of services on a continuous basis to improve the corporate culture of the Corrections Service.
- Maintains accurate training records and assessments of staff through a database and physical records system.
- Secures, coordinates and maintains all designated training related materials and inventory.

2. Contribute to the establishment, maintenance and evaluation of a corporate culture for the Corrections Service in support of strategic initiatives.

- Participates in strategic planning for operations, staffing and policy.
- Identifies, researches, develops instructs and coordinates training and development issues that affect corporate culture.
- Researches, reviews and develops competency based training.
- Researches, reviews and develops policy in support of training and development.
- Participates in identifying, and justification of budget expenditures in coordination with the Manager of Programs, Training and Development.
- Manages multiple ongoing projects for the Corrections Service with regards to identified training related initiatives.



- Develops, coordinates and conducts Corrections Service training and recruitment initiatives as directed.
- Provides instructor quality assurance reviews, instructor monitoring evaluations, and assistance in support of training objectives.
- Provides information for statistical reports both locally and for national data collection.
- Travels to corrections facilities and community corrections offices to assist, coordinate and instruct Corrections Service staff training initiatives.
- Identifies new practices and procedures to be developed within current training and other relevant policies.

3. Contributes to recruitment and succession planning initiatives and provides assistance to Corrections Service staff in support of divisional goals.

- Advises employees on appropriate courses and learning goals as necessary for career succession.
- Develops recruitment strategies and delivers regional presentations on behalf of the Corrections Service.
- Reports on individualized career/learning assessments of Corrections Service staff through the training database and records system.
- Assists in the development and coordination of employee/mentor programs.

WORKING CONDITIONS

Physical Demands

Movement of teaching materials from location to location may require lifting heavy objects up to 50 lbs. Various training programs and courses are delivered numerous times throughout the year. The Corrections Northern Recruitment Training Program is delivered up to three times annually with each program running approximately 7-8 weeks in duration. The incumbent also facilitates and participates in self-defence and restraint training which involves physically demanding activities, standing, bending, twisting and other movements required for effective training.

Environmental Conditions

Training is coordinated in facility and regional sites placing the incumbent in secure areas where there may be exposure to communicable diseases.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be required to travel to regional sites several times per year to deliver training programs and courses.



KNOWLEDGE, SKILLS AND ABILITIES

- Proven financial, leadership, problem solving, coaching and team building skills.
- Strong interpersonal skills with the ability to effectively communicate orally and in writing.
- Proven facilitation and curriculum development skills.
- Knowledge of Corrections Training Syllabus.
- Ability to understand competency profiles and develop supportive training plans.
- Functional knowledge of training technology (digital cameras, projectors, etc.)
- Ability to supervise staff and motivate people/teams to develop their full potential.
- Ability to think strategically to plan and implement actions that achieve future goals.
- Ability to manage a diverse set of responsibilities and coordinate multiple activities.
- Proven theoretical understanding of human behaviour and adult offender issues.
- Ability to work in a diverse environment.
- Proven understanding of corrections policies, procedures and security operations.
- Proven knowledge and application of practical corrections techniques with the ability to assess sound judgment exercised by staff in the application (use of restraints, non-violent crisis intervention, Suicide Intervention).
- Knowledge of MS Operating Systems, MS Office, Internet, and Email applications.
- Knowledge of Occupational Health and Safety (WHMIS).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Ability to work with a wide range of government, community and special interest agencies/groups.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Diploma in Education or Social Science plus three years of direct corrections operations experience as well as a demonstrated ability to plan and deliver effective training.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A class 5 driver's license.

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred