



## IDENTIFICATION

Department	Position Title	
Justice	Training Officer	
Position Number	Community	Division/Region
81-8102	Yellowknife	Corrections/NSCC & HQ

## 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 to ensure that departmental operations and standards are achieved and maintained through the delivery of appropriate training, evaluation and staff development in accordance to established legislation, standards, goals, objectives, and in support 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 Reformatories 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, development programs and procedures that establish the standards for Corrections Service practices within the local facilities.**
  - Instructs and coordinates all entry-level programs.
  - Manages, directly supervises, coordinates and evaluates up to 10 Instructors and 25 Mentors of the local facilities throughout the year.
  - Coordinates, instruction and evaluations for up to 275 indeterminate and 125 relief officers annually receiving training.
  - Identifies training needs and responses in consultation with correctional supervisors, facility and Senior Managers in the Corrections Service.
  - Provides quality assurance by training, monitoring and evaluating facility instructors and providing feedback to the training coordinator.
  - Makes recommendations for planning, development, implementation and quality assurance of all staff training curriculum and subject matter.
  - Provides guidance to instructors and recommendations to Manager's and Human Resources staff with respect to staff progressive discipline during training programs.
  - Designs, develops, schedules, supervises, coordinates and instructs all staff facility-training initiatives in both local facilities to enhance the professional development of all 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 material and inventory.
- 2. Contributes 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 issues.

- Participates in identifying, justifying of budget expenditures 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 evaluation, instructing and assistance in support of training objectives.
- Provides information for statistical reports both locally and for national data collection.
- Travels to corrections facilities and communities to assist, coordinate and instruct all corrections service staff training initiatives.
- Identifies new practices and procedures to be developed within current policies.

**3. Contributes to recruitment and succession planning information and assistance to Staff with the Corrections Service in support of divisional goals.**

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

## **WORKING CONDITIONS**

### **Physical Demands**

Movement of teaching materials from location to location may require some heavy lifting. Programs are delivered four times a years for a period of four weeks.

### **Environmental Conditions**

Training is coordinated on site (Correctional facilities) placing the incumbent in secure areas where there may be exposure to communicable diseases.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Incumbent delivers training to regional sites for periods of four weeks up to four times per year.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven financial, leadership, problem solving, coaching and team building skills.
- Strong interpersonal skills with the ability to effectively communicate orally (negotiate, mediate and arbitrate issues) and in writing.
- Proven facilitation and curriculum development skills.
- Knowledge of Corrections Training Syllabus
- Ability to work with 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.
- Proven ability to assess and evaluate human behaviour.
- 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 and ability to use Database, MS Operating Systems, MS Office, Internet and E-mail applications.
- Knowledge of Occupational Health and Safety (WHMIS).
- Ability to work with a wide range of government, community and special interest agencies/groups.

### **Typically, the above qualifications would be attained by:**

Diploma in Education or Social Science plus five years of current hands-on corrections operations experience or an in-depth knowledge of corrections practices and procedures as learned from three or more years of experience, plus a demonstrated ability to plan and deliver effective training.

Awareness of cultural diversity, specifically, northern Aboriginal traditions and values would be an asset.

## **ADDITIONAL REQUIREMENTS**

### **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