

PROGRAM DEVELOPER - JOB DESCRIPTION

JOB SUMMARY:

Come Join the Project Management Team at Search and Rescue Alberta, the provincial association for volunteer search and rescue within the province. Its mission is to assist search and rescue teams in their efforts to provide a superior and dedicated level of service to the people of Alberta.

We currently are currently seeking a Program Developer to support to develop and implement a new framework for volunteer Ground Search and Rescue within Alberta which incorporates GSAR's All-Hazards ability to respond to emergency management incidents.

This project seeks to implement GSAR standards through the adoption of the accreditation/certification process; to develop the rigor and due diligence required within an improved structure that supports GSAR and protects the GSAR community. You will help us enhance interagency and interjurisdictional cooperation in training and clarify/strengthen partnerships through collaboration and multi-jurisdictional exercises. A key deliverable will be the development and implementation of a Civil Emergency Response Program for SAR Alberta.

Reporting to the Project Manager, the Program Developer is responsible for designing and developing and implementing the Civil Emergency response Program. The educational program developer will analyze knowledge gaps, existing legislation, operational guidelines, industry best practice and develop policies, procedures and training solutions to achieve desired SAR operational outcomes. They manage all aspects of the analysis, design, development, and evaluation of the Civil Emergency Response program for both internal and client audiences. Learning solutions may include instructor-led, self-paced, or e-learning/video/web-based training.

They will also collaborate closely with Subject Matter Experts in various functional areas design training solutions and will also work closely with Technical Writers for content development and subject matter expertise.

This is a 3 -year contract position the features flexible work hours based on project deliverables.

WHO YOU ARE:

- Resilient, Transparent, a self-starter and most importantly positive and team player.
- Adaptable and innovative in your approach to planning and operations.
- Highly organized with strong attention to detail.
- Able to negotiate priorities and objectives to align varying viewpoints and create a unified approach.

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- Able to elicit cooperation from a wide variety of stakeholders and to build relationships across diverse groups with strong client service skills.
- Able to effectively prioritize and execute tasks in a high-pressure environment.

PRIMARY DUTIES AND RESPONSIBILITIES:

Program Development

- Identify knowledge gaps, proficiency barriers, and performance improvement opportunities for both clients and internal staff and target educational program solutions.
- Design and develop educational programs aligned with both client needs and corporate goals. Work within a team of EPDs, technical writers, subject matter experts, and stakeholders to produce effective and engaging solutions. These can include video-based training, as well as self-directed, classroom-based, and web-based training.
- Develop learning objectives that drive course design, ensuring content and outcomes are targeted to the specific needs of the audience (both internal and clients).
- Implement training validation processes and ensure programs achieve learning objectives.
Develop ingrained methods for measuring client satisfaction and sustain SAR Alberta Standards

Policy Development

- Contribute to the identification of relevant policy issues within area of Search and rescue
- Assist to define and document policy issues, and provide potential solutions
- Perform research and identify policy issues and potential solutions
- Use a range of research methods, ensuring credibility of information and evidence sourced
- Draft policy and associated documents within specific areas of technical expertise.
- Assess policy options using a range of techniques including cost benefit analysis, and social impact analysis
- Incorporate feedback from stakeholder engagement processes into the development of policy solutions.

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- Support development of policy within a range of legislative and administrative frameworks.

Stakeholder Engagement

- Recommend appropriate stakeholder engagement methods
- Ensure objectives for stakeholder consultation are clearly defined prior to engaging stakeholders
- Assist the identification of interested or affected stakeholder groups.
- Coordinate consultation with interested or affected stakeholders across all stages of the policy development process.
- Contribute to and develop Ministerial briefings and submissions on policy matters.
- Manage stakeholder feedback mechanisms

Other Duties

Please note this job description is not designed to cover or contain all individual listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

WORKING CONDITIONS:

The Project Manager will operate in an office including extended work with virtual teams. The incumbent routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and audiovisual equipment, The incumbent will work from an office and will travel frequently for meetings and stakeholder engagement within Alberta. Please note home based office options are available.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the incumbent is regularly required to do the following:

- Sitting or standing for prolonged periods of time

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- Computer work which requires close vision

EDUCATIONAL QUALIFICATIONS:

The following are the recommended qualifications required to successfully perform the role of the:

- Knowledge of Search and Rescue and Emergency Management would be asset
- Strong financial management skills
- B.A. or higher in instructional design or a related field. Equivalent professional experience will be considered.
- At least 5 years of relevant experience.
- Demonstrated competency with industry-standard learning tools and technologies, including video and audio recording and editing; managing content on an LMS; and executing webinars and classroom training. Tools may include Camtasia, Illustrator, PowerPoint, Audacity, Adobe Audition, Articulate Storyline, or Adobe Captivate, as well as LMS systems. Experience with SCORM is not essential but welcome.
- Proven expertise leading and delivering training and educational events
- Experience with Policy research and development
- Experience working with Search and Rescue or similar Emergency response Clients