



## **JOB DESCRIPTION**

**TITLE:** ASSISTANT CHIEF - EDUCATION AND TRAINING

**DEPARTMENT:** Nanaimo Fire Rescue

**Updated: April 2021**

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### **NATURE AND SCOPE OF WORK**

The Assistant Chief - Education and Training is a member of the fire management team reporting to the Deputy Fire Chief – Administration and is accountable for the design, development, scheduling, implementation, evaluation and analysis of the education and training program for career members and paid on-call staff. The incumbent is the spokesperson for the Education and Training Division and ensures that educational programs include the most up-to-date techniques and methods and manages the related budget.

The incumbent assesses education and training needs, facilitates programs, manages scheduling, supports performance management and evaluates results

The Assistant Chief – Education and Training supports the Vancouver Island Emergency Response Academy and maintains accreditation certification for a number of programs.

The incumbent exercises considerable independent judgment and action in his/her daily work.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

Serves as a Senior On-Call Officer on a prescribed schedule.

Evaluates education needs for the professional and career development of Fire Rescue service and assists Fire Department representatives with the maintenance of the Training Centre.

Evaluates training needs to determine priorities; plans and manages the overall training program strategy, goals and objectives.

Organizes, facilitates and coordinates an array of educational activity including workshops, courses, facilitated meetings, mentorships, etc.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

Designs, implements and maintains programs for skill development maintenance and evaluation. Ensures curriculum meets NFPA and/or departmental standards.

Works collaboratively with other managers, Fire Captains and other subject matter experts as needed to develop programs and initiatives aligned with the departmental training priorities.

Structures and oversees individual and group educational and training activities to develop and maintain required proficiencies; prepares course outlines and analyzes the need for instructional material.

Schedules education and training; assigns instructors and supervises the implementation of training and monitors progress.

In collaboration with other officers, implements plans to achieve short and long-term divisional and individual training goals and objectives for career and on-call staff; schedules a full calendar of varied education and training for both career and on-call staff.

Ensures members can perform the required skill proficiency and are technically competent to perform tasks that may be assigned to them under emergency conditions; organizes the evaluation of individual competencies; administers the department's competency validation system.

Delivers or instructs programs when necessary.

Facilitates other instructors to deliver training and ensures instructors organize and manage the learning environment, supervise skill practice sessions, provide feedback to trainees as required and administer testing and evaluation tools, record results and complete training reports; acknowledge and reward achievement of trainees.

Supports instructors by ensuring instructional materials, performance statements, lesson outlines, audio-visual materials and examinations are developed and well designed; reviews for technical accuracy.

Evaluates the effectiveness of the Education and Training Program and assesses the performance of the Education and Training Division.

Conducts periodic performance evaluations and implements corrective measures; evaluates the performance of education and training personnel; analyzes and evaluates learning needs of the department.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

Maintains the education and training record system for departmental training records and reports; ensures confidential and permanent record for each individual's education and training involvement and progress; prepares reports on educational activities as required.

Maintains training aids, including curriculum PowerPoint presentations, library and related audio-visual equipment; produces and edits local and special training films.

Exercises fiscal responsibility, prepares and administers the Education and Training Division budget, including the Fire Training Centre; monitors, reviews and approves expenditures; advises appropriate department personnel on budget matters; makes adjustments to the budget as necessary.

Supports the Vancouver Island Emergency Response Academy (VIERA) to maintain Pro Board Accreditation Certification. Organizes and schedules courses, classes, students, instructors and venues for all Pro Board Accreditation training programs; serves as liaison to both the Pro Board and BC Training Officers' Association.

Participates in labour relation issues including performance management, attendance management, overtime, vacation, investigations, discipline, grievance presentations and human rights issues.

Facilitates the implementation of the Occupational Health & Safety Program; reviews accidents; reviews international Fire Fighter injury and death circumstances; designs and schedules 'crew talk' sessions and provides technical information as required.

Acts as the department liaison to external educational institutions and provides guidance to personnel taking their courses; maintains liaison with other organizations and coordinates all related activities.

Acts as a spokesperson for the Education and Training Division, Nanaimo Fire Rescue and Vancouver Island Emergency Response Academy.

Serves in Command staff functions in an expanded ICS command situation.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles of adult education, career development and professional development for early, mid and late career personnel.

Thorough knowledge of the rules, regulations and policies governing the activities of the Fire Rescue Department and applicable Federal, Provincial and local fire prevention bylaws and codes.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES cont.**

Thorough knowledge of the principles, practices, methods, procedures and techniques of emergency responses including fire suppression, prevention, hazardous materials and medical aid.

Developing capacity towards a professional learning organization. This position requires the ability to capitalize on the fact that the Education and Training Division is a seminal point for implementing organizational change at all levels and the ability to promote and demonstrate the vision and values of Nanaimo Fire Rescue by providing and receiving mentorship.

**Accountability:**

This position requires the ability to clearly define expectations, analyze performance, recommend improvements and follow through on negative behaviours utilizing appropriate corrective actions, including progressive discipline.

**Impact and Influence:**

This position requires the ability to interact and negotiate with Fire Chiefs from other regional fire departments, union members, and international accrediting bodies acting as an advocate for the City of Nanaimo.

**Research Capacity:**

This position demands a comprehensive understanding of fire service, adult learning theory, leadership, and change management. Integrating these diverse areas requires a high capacity for research, analysis, and evaluation.

**Change Agent:**

This position requires the ability to initiate change in the Fire Rescue Department's practices and programs which work toward improving the organization as a whole.

**Leadership:**

This position requires strong leadership ability fostering innovation within the Education and Training Division. In turn, this leader will significantly contribute toward the organization's evolution to become a professional learning organization.

This position requires the ability to effectively recognize and reward the achievements and accomplishments of others.

This position requires the ability to problem solve through listening, understanding the issue, identifying alternative courses of action, and implementing action based on the information available at the time.

This position requires the ability to exercise confidentiality, discretion, tact/diplomacy, and political sensitivity with all staff and representatives of internal and external organizations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES cont.****Problem Solving/Judgment:**

This position requires the capacity for creativity or innovative thought to identify new opportunities, ideas or solutions.

This position requires the ability to work in collaborative teams as either a team leader or an active participant for the Education and Training Division, Fire Rescue Department and City of Nanaimo.

Strong administrative and organizational skills including strong computer skills in MS Office.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Undergraduate or Master's Degree in Adult Education, Education, Leadership, Liberal Studies or other related discipline.

Trained and experienced Fire Fighter who has demonstrated excellent leadership skills.

Minimum five years' progressively responsible and related experience, including three years in a supervisory role.

Or an equivalent combination of skills and experience.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Satisfactory Criminal Record Check.

Class 5 BC Driver's License.

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

**GENERAL STANDARDS cont.**

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.