



Employment Opportunity Learning & Development Instructor

Position Summary:

The Learning & Development Instructor provides training for employees and Ulkatcho First Nation (UFN) members in a variety of methods. The Learning & Development Instructor will ensure that employees are trained to perform their job duties using best practices. Through the course of their duties, the Learning & Development Instructor will be expected to design, create, develop, and implement various training initiatives to ensure the ongoing success of UFN and our employees.

Reports To:

Operations Manager / Human Resources

Core Competencies:

- Customer Focus
- Communication
- Energy & Stress
- Teamwork
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

Job Duties:

- Provide leadership for developing and directing training initiatives for all production level employees.
- Gather and analyze information to design, develop, and deliver new training programs that are efficient and effective and have a positive impact on the organization.
- Actively ensure training records are accurate.
- Adapt training techniques to the learning style of the UFN staff.
- Provide input on cross-training strategies.
- Demonstrate in-depth process and system knowledge.

- Develop and assist in the implementation of Continuous and Process Improvement ideas.
- Work with HR to achieve training objectives.
- Perform Shared Leadership responsibilities when appropriate.
- Accountable for trainee's quality until trainee is signed-off.
- Influence direction, make recommendations, offer solutions in working with both the UFN staff and supervisors.
- Design and develop materials for all technical systems training.
- Present course material to employees through a traditional classroom approach, one-on-one coaching, or other methods.
- Perform training needs analysis by assessing the skill level, performance, and competence of each learner.
- Conduct validation activities, exams, and formal training plan reviews or updates, as applicable; make recommendations based on results
- Suggest improvements to be made in training processes to senior management; develop strategies for process improvement
- Track statistics regarding performance against set goals
- Promote and advocate the concepts of peak performance and self-improvement across the organization
- Identify relevant training needs, documentation, and opportunities.
- Track participant enrolment, progress, marks, and other information by maintaining a database.
- Establish and maintain familiarity with the latest in texts, materials, teaching aids, and training techniques relevant to the organization and its goals and objectives.
- Generate positive attitudes and high morale in employees by nurturing a culture of cooperation and the enthusiasm.
- Ensure that all programs are budgeted appropriately.
- Amend policies, as necessary.
- Other duties as assigned by immediate supervisor.

Qualifications:

- University degree in communications, or education.
- Minimum 3 years of direct work experience as educator.
- Direct knowledge of training methodologies
- Direct experience assessing training needs, creating training materials to fulfill those needs, and then delivering the training.
- Excellent at creating high quality presentations using a variety of technologies (e.g. WebEx, Microsoft PowerPoint, LCD projectors, etc.)
- Advanced written and oral communication skills, with the ability to communicate with individuals at all levels of learning
- Knowledge of motivational, perceptual, and emotional forces and how they affect the learning process
- Demonstrated ability to train, coach, evaluate, and improve others

- Able to custom-fit training materials around individual needs
- Excellent listening, observing, and questioning skills.
- Motivated, energetic, goal-oriented, and positive outlook critical
- Strong customer service mindset
- Strong time management and prioritization skills
- Strong problem-solving and analytical skills
- Strong sense of professionalism and diplomacy
- Strong attention to detail
- Able to build and maintain lasting relationships with other departments, key business partners, and other stakeholders.
- Strong work ethic and positive team attitude
- Valid Driver's License and clear Criminal Record Check

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

Application Deadline: Open until filled.

Posting Date: February 22, 2023 (Internally posted for one week)

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include **"Learning & Development Instructor"** in the subject line. Or drop off at the reception counter at the band office.