



# CURRICULUM DEVELOPMENT ASSISTANT

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**COMPETITION: #2412-50158641**

**SECTION:** Learning & Development Unit, Training & Recruiting Section  
**STATUS:** Temporary full-time  
**DURATION:** Approximately one year (*position may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)  
**HOURS OF WORK:** Tuesday to Friday, 7:30 a.m. to 4:30 p.m.  
**SALARY:** Pay Grade 21 - \$34.23 to \$40.29 per hour  
**COMPETITION END DATE:** Thursday, February 15, 2024

Responsible for providing support to the Learning and Development Manager, as well as applying educational theory and methodology to course outlines, lesson plans, learning outcomes, learning activities, and assessments.

## ESSENTIAL DUTIES

- Assists with the maintenance and development of customized training solutions by establishing learning outcomes, and maintaining lesson plans, supporting materials, and assessment tools that meet identified training needs
- Assists with the creation of learner materials such as handouts, binders, and facilitator bins
- Builds curriculum materials using smart board, smart response, and e-learning technologies
- Identifies appropriate resources and reference materials
- Conducts course audits and monitors assessment outcomes to ensure courses continue to meet project and business goals
- Analyzes and reviews current course materials
- Ensures that existing content is updated as required
- Markets the Learning and Development Unit initiatives by developing effective communication materials and leveraging available communication tools.
- Provides reports on current projects
- Attends regular meetings
- Remains current in education, training, and development industry knowledge by accessing resources such as workshops, courses, conferences, and industry publications
- Other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

### Required:

- Ability to establish and maintain effective working relationships in a team environment
- Sound knowledge of instructional design principles, educational theory, and methodology as they relate to the work performed
- Thorough understanding of and the proven ability to apply the ADDIE instructional design model
- Ability to communicate orally and in writing
- Ability to assist in scheduling and coordinating training programs with external consultants
- Ability to develop and update in-house training documentation including lesson plans, course materials, and instructional guides
- Advanced skills using Word, Excel, Outlook, and PowerPoint
- Working knowledge of design and development of eLearning and blended training

### Preferred:

- Knowledge of Adobe LiveCycle and InDesign
- Knowledge of eLearning authoring tools, such as Articulate Storyline



## EXPERIENCE

- Previous work-related experience consisting of a combination of training and facilitating courses and designing lessons.

## EDUCATION

- Bachelor's degree in education, adult education, curriculum and instructional studies or related field
- Diploma in adult education, curriculum and instructional studies or related field, plus a minimum of three years' equivalent combination of training and experience facilitating courses and designing lessons
- OR considerable experience and completed courses such as CityLearn Training and Delivery Skills (Level 1 & 2), Designing Effective Training Programs, BC Provincial Instructor Diploma, or the VPD Effective Facilitation Course

## OTHER REQUIREMENTS

- Valid BC Driver's licence
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

**NOTE:** This position falls under the jurisdiction of Teamsters Local 31.

***We thank all applicants, however, only those short-listed will be contacted.***

Applicants should submit a resume and cover letter via email by 4:30 p.m. on the closing date. **Resumes should indicate clearly the competition number on the subject line in the email,** and be made to the attention of Human Resources Section, via email [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca).