



CURRICULUM DEVELOPMENT SPECIALIST

COMPETITION: #2473-50176931

SECTION: Learning & Development Unit, Training & Recruiting Section
STATUS: Temporary full-time
DURATION: Approximately one year, and 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, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 23 - \$37.12 to \$43.82 per hour
COMPETITION END DATE: Thursday, May 9, 2025

Responsible for preparing, processing and the maintenance of a variety of payroll and time entry records for the Vancouver Police Department.

ESSENTIAL DUTIES

- Develops, updates, and revises a variety of curriculum design and training/instructional materials and documentation, including quizzes and tests, courses, exercises, learning activities, job aides, lesson plans, e-learning inter-activities, scenario-based rubrics, facilitator and evaluation guides and manuals, as well as other performance support and assessment materials for the subject matter experts and other VPD staff
- Collaborates with the subject matter experts using educational theory, best practices, and adult teaching methodologies; creates course content and criteria for assessing learner performance; conducts needs assessments; identifies training gaps; designs refresher training; and determines resources required and learner expectations for the instructors
- Researches trends in learning and development methodologies and use of technology for the development and provision of staff training; determines and develops resources and best practice requirements to ensure deliverables are met; and participates in pilot presentations to validate curriculum and methodology; and make appropriate revisions
- Reviews lesson plans and end-of-course evaluations and materials; makes adjustments; evaluates course effectiveness; and conducts quality reviews of education and performance support deliverables
- Establishes and maintains liaison with end-users, subject matter experts, and other staff as required; provides information and assistance to staff regarding training programs; and explains training policies and procedures
- Attends pilot sessions to validate curriculum and methodology; assesses activities as required; evaluates course content; identifies gaps; and makes revisions to ensure desired objectives and goals and level of learning is maintained
- Performs administrative tasks related to employee in-house and outside training and development; prepares curriculum materials as requested; and updates and maintains training database and related records
- Attends meetings with staff and subject matter experts to identify course learning outcomes; gathers materials; discusses common concerns, structures and lessons; develops performance assessments, deliverables, and end-of course evaluation forms; makes revisions; and documents for audit purposes
- Keeps abreast of developments in educational and operational requirements of the police department; and maintains current knowledge of related education, training, technology and software
- Prepares and maintains course outlines, curriculum training, and procedures manuals and material, in accordance with established branding standards
- Ability to manage time effectively and prioritize deadlines while working on multiple projects
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Required:

- Considerable knowledge of instructional design principles, educational theory, and methodology as they relate to the work performed.



- Considerable knowledge of the methods and principles of identifying course learning outcomes and developing training and material using education theory and best practice related to classroom and on-line learning and training
- Sound knowledge of the functions of departments served, and staff training needs and training programs as they relate to the work performed
- Ability to incorporate educational theory of micro-learning to create training resources to enhance knowledge retention
- Ability to develop and maintain effective working relationships with internal and external contacts to effectively convey staff needs and concerns, and provide advice and information
- Ability to develop and update in-house training documentation including lesson plans, course materials, and instructional guides
- Ability to examine users' current practices and needs, identify problems, and recommend and/or implement solutions and improvements
- Ability to present information in a clear and concise manner
- Ability to communicate effectively orally and in writing
- Ability to schedule and coordinate training programs with external consultants
- 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
- Excellent communication skills, verbal and written

EDUCATION

- Bachelor's degree in education, adult education, curriculum and instructional studies or related field
- OR 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

OTHER REQUIREMENTS

- 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

Selection Process: Candidates will be required to take a written test and must obtain a minimum 80% passing mark to move forward to the interview. Scores are determined on a 60% test and 40% interview.

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

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. The competition number must be indicated in the subject line of the email.