



CURRICULUM DEVELOPMENT SPECIALIST

COMPETITION: #2641-50176931

SECTION: Learning & Development Unit, Training Services Section
STATUS: Temporary full-time
DURATION: Approximately one year (*May be extended or reduced for operational reasons and circumstances not foreseen at the time of posting*)
HOURS OF WORK: Four-day compressed workweek
SALARY: Pay Grade 23- \$40.34 to \$47.62 per hour
COMPETITION END DATE: Thursday, March 12, 2026

Responsible for developing, updating, and revising 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. The position is responsible for conducting needs assessments, identifying training gaps, designing refresher training, and determining resources and learner expectations for the instructors. In addition, this position is responsible for researching trends in learning and development, developing resources and best practice requirements, and conducting quality reviews of education deliverables.

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 makes 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, 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's 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

- Applicants may be required to write a written test and presentation
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.

SELECTION PROCESS

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

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.**