
Curriculum Developer/Training Officer
Part-time Contract
February 1st, 2023 - March 31st, 2025
Annual salary
\$60,000

The Ontario Association of Police Services Boards is seeking a qualified applicant to fill a part-time contract position as a Curriculum Developer/Training Officer. This position works remotely with flexible hours averaging 80 hours per month. Although the majority of the work will not require significant travel, the ability to travel throughout the province to engage and provide educational programming to police services boards, detachment boards and First Nations police board members is requisite to the position.

About Us

We are the collective face and voice of police services boards, First Nation boards, and detachment boards throughout Ontario. We advocate for legislation and provincial support to create a consistent and effective structure for boards, and to develop standards for police governance across the province. We provide our members with the tools, knowledge, and professional development they need to establish their board priorities, and to create objectives, policies, and performance expectations for their police service.

Our Vision: Be the centre of excellence for police governance in the Province of Ontario.

Our Mission: Equip every police board with the knowledge to govern effectively. We will achieve this through advocacy, expertise, and education.

Our Values

- **Integrity:** Developing trusted leadership through ethical decision making and practices aligned with the values and needs of our membership and their communities.
- **Passion:** Inspiring shared ownership through meaningful collaboration and engagement with our partners, membership, and stakeholders.
- **Community:** Creating the opportunity for structured sharing of best practices and knowledge through a community of practice.
- **Excellence through Diversity and Inclusion:** Creating the environment for better discussions, decisions, and outcomes for police governance in Ontario, by embracing equity, diversity and inclusion and imbedding it in our organizational strategic pillars.

Compensable Factors:

The Curriculum Developer/Training Officer will be responsible to develop ancillary training in partnership with stakeholders and partners. This training will be complementary and not

duplicative of the mandatory government mandatory training of the CSPA. Training may include topics such as police board governance and legislated duties of police board members. This training must incorporate case studies and scenario-based learning; and build upon government mandated training to, among other things, promote the importance of psychologically safe working environments and equity, diversity, and inclusion. The candidate should have experience with researching and developing curriculum in an adult learning environment, have experience presenting/instructing and have a strong knowledge of policing.

They should also possess the following:

Skills/Attributes

- Excellent verbal and written communication
- Flexibility and strong interpersonal and facilitation skills
- Ability to work independently and prioritize under deadline pressures
- Initiative to make independent decisions
- Empathy, using skills to determine what is most important to our membership, and then working to deliver on our strategic priorities
- Ability to conduct research and thorough needs assessments to gauge training needs
- Creativity in developing innovative educational methods or technologies
- Ability to create guidelines for instructors to use while implementing curriculum
- Educate instructors and staff about new subjects or programs
- Mentor instructors to develop their skill set
- Demonstrated skills using Microsoft suite and/or presentation software
- Strong desktop and in-person research, presentation, and reporting skills

Experience

- Demonstrated experience in curriculum creation and/or educational design
- Demonstrated experience in curriculum creation for online learning applications
- Demonstrable experience in instructing and facilitation
- Demonstrated experience in project management
- Demonstrated experience with program evaluation
- Proven track record of boosting performance through in-person and online training
- Demonstrated experience in delivering outcomes, achieving goals, and solving problems
- Demonstrated experience with program evaluation
- Working knowledge of factors influencing workplace culture including:
 - Human Resource practices,
 - Diversity, Equity, and Inclusion
 - Psychologically safe workspace training

Education

- Bachelor's Degree or equivalent experience
- Certificate in Curriculum Development or equivalent experience
- Qualification in Instruction and/or learning design is advantageous.

The Successful Applicant Must Possess:

- A valid Ontario driver's license,
- A vehicle
- The ability to travel within the province of Ontario
- A criminal record check, to be provided to the employer prior to commencing the contract and at the beginning of each calendar year (cost to be paid by the employer).

Note: All expenses related to travel will be reimbursed in accordance with the OAPSB Expenses policy.

How to Apply:

Please submit a resume (maximum 2 pages), along with a cover letter which sets out your interest in the position and encapsulates the aspects of your relevant skills, attributes and experience by email to careers@oapsb.ca no later than January 27th, 2023, at 2359 hrs

****Only applicants selected for interview will be notified****

The Ontario Association of Police Services Boards is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Ontario Association of Police Services Boards throughout the recruitment, selection and/or assessment process to applicants with disabilities.

For further information about the process, please contact: oapsb@oapsb.ca or call 1-800-831-7727.

Thank you for your interest.

Click [here](#) to visit our website!