



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

Advisor, Technical Training

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|--------------------|---|---------------------|
| Job ID | o3c1hfwh-12158-2832 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=o3c1hfwh-12158-2832 | |
| Company | EPCOR | |
| Location | Edmonton, Alberta | |
| Date Posted | From: 2021-12-28 | To: 2050-01-01 |
| Job | Type: Full-time | Category: Utilities |

Description

Highlights of the job Are you a technical training expert with a passion for working closely with the business to exceed their goals and objectives by designing, developing and implementing exceptional training Do you enjoy working in a fast-paced environment with high volume, variety and multi-tasking If so, we have the perfect opportunity for you! We are hiring one FT Permanent Technical Training Advisor and one FT Temporary position for up to 12 months, working out of Rosedale in Edmonton, AB! Please indicate on your resume if you are interested in the temporary position or only the permanent position. As a Technical Training Advisor, you are responsible for the design, development, and implementation of technical training curriculums. The position creates learning, curriculum and development solutions that meet or exceed clients' needs by maintaining a business focus using adult learning principles, involving subject matter experts, and using best practices in instructional design. A key function of this position is providing leadership and facilitation, using project management skills in order to build consensus on the content and/or delivery of learning products. What you'd be responsible for Reporting to the Development Water Manager, the Technical Training Advisor will be accountable for, but not limited to: Taking technical information and presenting it in a clear, concise manner based on the audience. Facilitating and coordinating content reviews, and editing documents following standards and company branding as required. Designing, researching and writing standards, procedures and other documentation for EPCOR business units. Analyzing and evaluating requirements to determine appropriate training solutions to meet the learning needs of varied audiences. Collaborating with subject matter experts (SME), industry peers, and vendors. Utilizing business, adult learning, and instructional design strategies. Translating requirements into appropriate training solutions as required, such as classroom, eLearning, video, animation, or other learning products. Developing technical learning products, programs and materials tailored to various audiences with consideration to appropriate delivery methods, while ensuring alignment with legislative and corporate standards and EPCOR's compliance and conformance training requirements. Acting as a subject matter expert on instructional design, eLearning development and media production. Facilitating or delivering classroom courses to business areas as required. Managing and utilizing a project management framework to design documentation outlining the stakeholder objectives, learning objectives, storyboard/content outline, and technical/online learning strategy to achieve stakeholder requirements. Scheduling and managing timelines, validating procedure and training approvers, meeting all milestone dates, engaging and communicating with stakeholders, and seeking assistance in managing barriers or issues. Utilizing and assisting in developing internal processes, procedures, templates, standards, branding guidelines, and best practices for designing and developing learning products. Troubleshooting and resolving technical issues and escalating when necessary. Creating and maintaining information on internal SharePoint sites and related intranet sites. What's required to be successful Qualifications, experience and behaviours you possess are: Completion of a two-year post-secondary diploma in the area of education, instructional design, technical writing, training and development, communications, or film/TV/digital media. A minimum of 4 years of directly related experience in designing, developing, writing, editing, and managing training curriculum (both online and instruction-led) and procedures. Candidates with a minimum of 2 years of directly related experience may be considered at a developmental level for the permanent position. Demonstrated experience and competency in the following areas: Producing technical documents with the intended purpose of meeting learning objectives. Developing training and instructional materials for adult learners. Reviewing documentation to ensure clarity, completeness, accuracy, and overall quality. Producing materials in accordance with set standards, guidelines, and templates. Collaborating with internal customers and facilitating

stakeholder interactions. Defining and following documentation standards and adult learning principles. Organizing large amounts of information and prioritizing simultaneous deliverables under tight deadlines with a concern for client and business goals. Applying an analytical process to projects, along with attention to detail. Researching and finding resources and support materials to solve immediate technical challenges and to grow long-term technical capabilities.

Experience in a utility, regulated environment and/or construction industry is preferred. Valid Class 5 Alberta Motor Vehicle Operator's License (with 6 or fewer demerits). Some local travel will be required. A Driver Abstract will be required. Experience in adult education principles, classroom delivery and/or facilitation would be an asset. Knowledge of developing Health, Safety and Environment training materials would be an asset. Advanced verbal and written communication skills, including superior writing, proofreading, and editorial skills are required. Intermediate and/or advanced knowledge with Microsoft Office Suite, including SharePoint. Basic knowledge and use of learning management systems, including Oracle. Knowledge and applied experience with video (i.e., Camtasia) and audio (i.e., Audacity) editing suites, and Adobe Pro, Adobe Captivate, and Adobe Photoshop is required or an equivalent suite of eLearning and graphics editing products. Familiarity with digital photo and video camera use. Interest and technical aptitude in all types of media: graphics, animation, text, audio, still graphics, photos, video and 3D models.

As our best candidate, you possess extensive planning, organizational and problem-solving skills. You demonstrate a high level of initiative, with the ability to be proactive opposed to reactive. You are fully engaged in the continuous improvement of business practices by recommending and implementing improvements on an ongoing basis. You are a team player, who shares information and expertise with others to enable them to accomplish group goals, and seeks opportunities to contribute to the knowledge and success of the team. You are an engaging, respected and credible professional, able to establish and maintain value-added relationships with senior leaders, colleagues, and your own client groups. Other important facts about this job

Jurisdiction: CSU52

Class: T2

Wage: Starting at \$43.43 per hour (Final Wage and Step will be determined at the time of selection and are subject to change based on the ratification of the new Collective Agreement.)

Hours of work: 80 hours bi-weekly, Monday to Friday
Application deadline: January 14, 2022
Learn more about Working at EPCOR!
Follow us on LinkedIn, Twitter, Glassdoor or Facebook!

#LI-TA1 Please note the following information: A requirement of working for EPCOR is that you are at least 18 years of age and legally entitled to work in Canada. (A copy of a valid work permit may be required.) If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational, and/or credit) and professional reference checks is required. Some EPCOR positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment. A technical/practical assessment may be administered during the selection process and this exercise will be used as a part of the selection criterion. To meet the physical demands required of some positions, candidates must be in good physical condition and willing to work in all weather conditions. Clearance on pre-placement medical and drug and alcohol testing may be required.

For more information, visit [EPCOR for Advisor, Technical Training](#)