

Internal Programs Manager

Reporting to the Vice-President, Operations, you will be responsible for development of industry leading facilitators, programs, and standards to manage our internal programs. We will look to you to provide and execute feedback, guidance, and recommendations to the departments on needed improvements. In addition, on any given day, you will be directly involved in:

- Monitor and support the development of current staff and trainees
- Develop quality control process for internal programs and instructors.
- Development of Competency Assurance Management System (CAMS) for all internal instructors.
- Implementation of competence assurance verification, audits and peer assists/reviews on CAMS activities, quality and progress.
- Assessing with the management team the effectiveness and quality of the training delivered
- Develop program objectives and guidelines
- Identifying needed resources and technical requirements for the trainee development program
- Review/update/refresh/develop internal training programs.
- Development of new safety training programs
- Evaluate/Implement continuous improvement process
- Providing effective feedback to the instructors
- Establish an effective working relationship with the management team

Requirements:

1. Achieved a higher education degree or equivalent in business management
2. Proven managerial skills and proven people skills
3. Good working knowledge of performance reporting
4. Experience in the development and implementation of policies, procedures, and guidelines
5. Demonstrated commitment to Safety

Desirable:

1. Experience of training or mentoring personnel. Preferably as an accredited competency assurance assessor.
2. Demonstrated experience in developing and implementing training programs for multi levels of safety training.



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The ideal candidate is a team player who has strong written and interpersonal communication skills, possesses excellent computer skills, is committed to ensuring the health and safety of employees, and has a successful track record working with people. If you have a strong conviction for adherence to standards and an unwavering drive for excellence, *please contact Bas Owel, Vice-President, Operations.*