

Job Title	Education and Training Advisor	Classification	Grid Level 27
Department	Office of the Sergeant-at-Arms	Date Updated	June 2026
Reports to	Director, Office of the Sergeant-at-Arms		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Office of the Sergeant-at-Arms ensures that the Legislative Assembly and its Members (MLAs) can conduct their business without interference or interruption. It is also responsible for the ceremonial aspects of the House, for security functions, providing security support to Constituency Office and staff, and providing ongoing administrative services and Chamber support when the House is in Session. The Office of the Sergeant-at-Arms continually works to ensure that the department reflects the diversity of the local community and through these efforts, it strengthens the services and support of the Legislative Assembly, its members, its staff and the public.

JOB SUMMARY

Reporting to the Director, Office of Sergeant-at-Arms, the Education and Training Advisor, develops, coordinates, and participates in training, education and development programs for all SAA staff, including armed and unarmed protective services employees. The Education and Training Advisor must maintain protective services expertise to ensure the provision of focused, effective training and education, identify gaps in training/education, and address these through curriculum development and focused supplementary training as required.

Within the Office of the Sergeant-at-Arms, two Education and Training Advisor positions support departmental training requirements. One position serves as the departmental lead for Use of Force and ensures compliance with applicable certification, recertification, use of force, tactical skills, officer safety, and weapons qualification standards. The second position serves as the departmental lead for non-use-of-force education, training, and employee development programs. Both positions collaborate to ensure an integrated departmental training program.

KEY RESPONSIBILITIES

- Serves as a subject matter expert in adult learning principles, protective services training methodologies, and applicable operational training standards for all SAA staff, including maintaining best practices and staying up to date on standards and procedures.
- Identifies training and education needs by working closely with protective services staff to ensure training meets the organization’s needs and expectations in an effective and efficient manner.

- Designs, develops and produces training products, materials and manuals to meet user requirements.
- Develops training strategies, plans, curriculum design, course training standards, lesson plans, standards and procedures, and manages implementation.
- Delivers or oversees the delivery of formal training to groups and individuals and develops training/education delivery schedules.
- Supports operational readiness through the development, delivery, monitoring, and continuous improvement of training and certification programs.
- Ensures facilities and required resources are available, operational, and maintained for training purposes.
- Creates and maintains training program systems, databases and records and ensures compliance with qualification/certification standards and regulations.
- Maintains and evaluates the effectiveness of protective services education and training programs for Sergeant-at-Arms and makes recommendations for improvement.
- Where applicable, monitors, tracks, and reports on employee certification status and training to ensure operational readiness and compliance.
- Determines the suitability and economy of in-house training versus contract training. Recommends and selects vendors or agencies for training contracts.
- Maintains current knowledge of emerging trends in relation to security/enforcement training and development.
- Liaises with the Justice Institute of British Columbia, law enforcement agencies, regulatory bodies, training providers, and public safety partners regarding training standards, certification requirements, and emerging best practices.
- Contributes to annual budget planning including making purchasing recommendations based on equipment quality standards and cost benefit analysis, identifying annual staff training needs and coordinating with the Procurement Office to develop annual budget forecasts.
- Take responsibility for maintaining a safe work environment, following safe work practices and procedures, and reporting potential hazards.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Sergeant-at-Arms
 Director, Office of the Sergeant-at-Arms
Education and Training Advisor

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in adult education or related programs, plus 3 years relevant experience developing and delivering related training programs, or an equivalent combination of education and experience.
- Experience developing and facilitating curriculums for police foundational skills training and education including Powers of Arrest under 495 of the Criminal Code and other Provincial Statutes, theory, law and practical application, is preferred.
- Experience and/or certification with the use or handling of firearms and firearm safety is considered an asset.
- Project Management certification (PMP) and/or certification in change management is considered an asset

- Adult Instructor, Police Instructor, Force Options Instructor, Firearms Instructor, or comparable instructional certification is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of training and education best practices, principles, policies in a dynamic, changing environment, and ability to apply knowledge to complex problems to develop creative, effective solutions.
- Knowledge of applicable federal and provincial legislation, regulatory requirements, and public safety policies governing protective services operations and the ability to apply and interpret a range of legislation and policy consistently with the highest integrity
- Knowledge of procurement and budget management processes.
- Strong computer skills including HR information systems (HRIS), learning management systems (LMS), and the Microsoft Office suite
- Proficiency in planning, developing, and delivering formal training materials and programs.
- Ability to develop and produce a variety of training curriculum and communication materials.
- Excellent oral and interpersonal communication skills including presentation skills.
- Strong planning, coordination and implementation skills with the ability to manage multiple program deliveries at once.
- Ability to establish and maintain strategic, collaborative working relationships with individuals and organizations, both internally and externally.
- Ability to prepare business cases, briefing notes, reports, and presentations for senior management review.
- Ability to identify developmental needs of employees and to provide coaching, mentoring, and other assistance.
- Ability to be self-motivated, flexible, and adaptable to changes in work processes and continuous process improvement.