



The Quaderra Group specializes in the placement of technical and executive professionals in the energy and resource industries within Canada and around the globe. We utilize an innovative and proactive approach to reveal hidden talent to our clients and well-matched opportunities for our candidates. Our priority is to maximize the fit between companies and candidates. We look for the right fit – beyond the resume. This means we focus on getting to know YOU. This includes not only your skill set, but understanding what's important to you to help determine what you really want. We work for you – your satisfaction is our success.

JOB ID #: C10262

JOB TITLE: Training Specialist (Contract)

POSITION LOCATION: Rotation (4 days on / 3 days off)

OPERATING AREA: Oil sands (Northern Alberta)

Our Client:

Our client is a well financed oil & gas company based in Calgary with its principal assets and interests being within the oil sands in Northern Alberta.

The Training Specialist has accountability for designing, developing and delivering training programs that are “fit for purpose” and meet current and future operations’ business needs. The Training Specialist will also monitor training and development programs to evaluate effectiveness and ensure continuous improvement. The scope of the role will be to develop and implement training programs that include safety, technical, site specific training and job specific training.

Reports to:

This position reports to the Site Superintendent.

Responsibilities/Accountabilities:

- Develop, coordinate and facilitate cost effective training plans for the operations and corporate office sites.
- Identify and arrange suitable training solutions. Utilize in house resources for job specific training (i.e. Water and Process Specialists, chemical suppliers etc.)
- Provide research and technical support to the training function, monitor EH&S & Industry Standards and site specific needs.
- Develop and maintain training documents and materials: including training manuals, documentation and education packages.
- Manage training center and ensure technical resources, training materials and supplies are available.
- Ensure that training reporting and tracking system is up to date and accurate. Audit training system and implement improvements as required.
- Assist with continuous improvements in the training information system such as reporting, tracking, training data bases; and training records.

- Ensure that the required quality system activities are implemented and maintained.
- Research training vendors, initiate requisitions for new vendors.
- Prepare weekly and monthly reports of training status, program development or other key team performance indicators.
- Support budget analysis including monitoring of Training Department expenditures.
- Support and demonstrate a safe and respectful work environment.
- Maintain the highest level of confidentiality in handling employee information.
- This role will require frequent travel to our operations site and will require up to 100% of time at site initially.

Qualifications:

- Post secondary education or certificate in a technical area (e.g. Technical Engineering, Steam Ticket certification).
- Certificate in Adult Education is beneficial.
- Minimum 10 yrs training and development experience.
- Experience in conducting needs analysis, design, development, delivery and evaluation of training programs.
- You will have had a progressive career in training and have been a certified instructor of various industrial courses such as H2S, OSHA, Confined Space and more.
- Working knowledge of Oil and Gas industry.
- Strong leadership skills.
- Proven ability to work collaboratively with employees at all levels of the organization.
- Sound judgment in evaluation situation and making recommendations for resolution.
- Excellent organizational and time management skills. Ability to prioritize competing demands and meet deadlines.
- Strong verbal and written communication skills matched with the ability to negotiate and build relationships with key stakeholders.
- Strong problem-solving skills, with a demonstrated ability to identify and implement effective creative solutions with established policies.
- Demonstrated initiative in recognizing efficiencies and implementing process improvement initiatives.
- Intex experience or related application experience is beneficial.
- Ability to work a rotational shift schedule (4 days on / 3 days off)

Compensation/Remuneration:

Compensation will be an agreed upon rate structure on a contractual basis.

How to Apply: If you are interested in this position, please submit your resume in Word or .RTF format to info@quaderra.com including job ID #C10262 in the subject line. Thank you.