



Specialist, Training, Assurance & Compliance

POSTING DATE: April 10, 2024

CLOSING DATE: Open until filled

JOB NUMBER: 2024-30

HYBRID WORK: Not Eligible

POSITION TYPE: Permanent

LOCATION: Athabasca Area, Alberta

Alberta-Pacific Forest Industries Inc. (Al-Pac) is seeking a **Specialist, Training, Assurance & Compliance** to work out of our mill site near **Athabasca, Alberta**. The successful candidate will be responsible for ensuring Al-Pac is compliant regarding training and certification requirements. This is performed by **assessing, developing, and facilitating** internal **safety training programs**. Providing **leadership** to the trainer and **conducting analyses** of training and **development needs**. Monitoring and **preparing reports** on company compliance with Occupational Health & Safety legislation, coordinating annual **COR internal/external audits**, and making recommendations for improvements.

Who Are We?

Al-Pac is the largest single-line kraft pulp producer in North America. Our mill is located near the communities of Athabasca, Boyle & Lac La Biche. We are leaders in our industry, from our quality products, mill operations and responsible forest management practices, to the way we grow and develop our team members and work with local communities. We are continuously exploring new and innovative ideas, while delivering premium products with a commitment to strong environmental stewardship and corporate social responsibility – a commitment that is demonstrated by our long-standing Forest Stewardship Council® (FSC®) certification*.

Role Responsibilities

- **Learning & Development Program:**
 - Audit, assess and design learning programs to meet the requirements of a specified curriculum or to fill gaps in existing programs.
 - Develop and maintain relevant content and high-quality training resources to ensure high levels of learner engagement and achievement of learning outcomes.
 - Deliver training sessions and evaluating the achievement of intended learning outcomes.





- Evaluate and update in-house safety training programs, ensure compliance with current OH&S legislation.
 - Lead DATS program administration.
- **Learning Needs Analysis:**
 - Lead and support the identification of learning needs by analysing performance and competence data.
 - Identify gaps in relation to required levels; outline priorities for Learning and Development interventions.
- **Document Preparation:**
 - Organize and prepare complex documents using a variety of computer applications such as Microsoft Office.
 - Gather and summarize data for leadership reports.
- **Development Centre Design and Delivery:**
 - Assess and redesign pre-existing exercises and competency measurements and development planning processes and tools. Draft new content as required.
- **Facilitate third party vendor training:**
 - Coordinate, organize, and schedule third-party vendors when required to support training needs that have been identified.
- **Lead Annual COR Audit Activities:**
 - Lead Internal and External audits.
 - Perform internal safety and training compliance audits.
- **Personal Capability Building:**
 - Maintain familiarity with legislated requirements and develop any skill change requirements to continually maintain competency level and qualifications.
 - Maintain an understanding of relevant technology, external regulation, and industry best practices through ongoing education, attending conferences, and reading specialist media.

Role Requirements

- Post-secondary Degree in a related field (OHS, Industrial Hygiene, and Environmental Health). An equivalency of a related two-year Diploma plus five years of recent related experience will be considered.
- 5-7 years working knowledge of Alberta Occupational Health and Safety Code and Act, and related legislation.
- Manufacturing facility experience.





- Considered an asset:
 - Adult Education certification.
 - CRSP certification or any other safety designation.
- Experience managing Health and Safety training in the forestry/manufacturing sectors is preferred.
- Knowledge of Health & Safety Management systems.
- Working knowledge of the Alberta OH&S Act, Regulation and Code.
- Knowledge and familiarity with training course development and instruction.
- Familiar with Learning Management Systems.
- Well-developed organizational skills with the ability to prioritize multiple assignments.
- Excellent written and verbal communication skills.
- Ability to influence and collaborate with stakeholders at all levels.

What We Offer

- A competitive annual salary including a company-paid pension at 7% and matching RRSP up to 3%.
- Company-paid dental and extended health benefits, including a health care and taxable spending account and supplemental life insurance.
- Compressed work schedule (Monday-Thursday, 7:00 a.m. to 5:00 p.m.).
- Hybrid Work Arrangement Program, depending on eligibility.
- Four week's annual vacation to start, increasing with years of service.
- Relocation Assistance Program, depending on eligibility.
- Team-based culture that encourages work-life balance.

Resumes can be forwarded in confidence to careers@alpac.ca.

Legal Statement

Al-Pac is an equal opportunity employer and encourages applications from all qualified individuals. We wish to express our thanks to all applicants for their interest and effort in applying for this position; however, only candidates selected for an interview will be contacted.

*FSC-C021640

