



AMTA JOB POSTING

Title: Team Leader, Education Development

Reports to: Manager, Education

The Alberta Motor Transport Association is a province-wide, not-for-profit, advocacy and safety training association that strives to facilitate the safe and efficient transport of people and goods to make life better for Albertans. For more than 80 years, our work has encompassed a broad range of environmental, social, economic, safety and compliance matters that impact provincial highways. Research and innovation is now at the forefront of our projects, enabling the AMTA to identify new technologies and bring key stakeholders together to advance the commercial transportation industry while reducing human and environmental impacts.

OUR VALUES

Character of our People

Relentless professional integrity with a commitment to service, collaboration, fairness, and respect that celebrates diversity and drives excellence in everything we do.

Advancing Innovation

Exploring opportunities for continuous improvement to provide solutions that support and encourage positive advancement of AMTA and industry.

Member Focused

Hearing and responding to our members; respecting the importance of their experience and continuously striving to create value that exceeds expectations throughout our planning and delivery.

Passion for the Industry and Safety

Bringing our energy and expertise to everything we do in support of an essential industry that makes the world a better place.

ORGANIZATIONAL COMPETENCIES REQUIRED

Collaboration: Builds partnerships and works collaboratively with others to meet shared objectives

Instill Trust: Gains the trust of others through honesty, integrity, and authenticity

Safety Minded: Promotes and contributes to a positive, healthy, and safe work environment in accordance with appropriate legislation and regulations

Ensure Accountability: Holds self and others accountable to meet commitments

Effective Communication: Develops and delivers multi-purpose communications that convey a clear understanding of the unique needs of different audiences

Encourages Innovation: Looks for better ways for the organization to be successful, accepts diverse thoughts, drives change, and can handle ambiguity

Builds Networks: Effectively builds formal and informal relationship networks inside and outside of the organization

Self-Aware: Uses feedback and reflection to gain productive insight into personal strengths and areas for development

Organizational Savvy: Maneuvering comfortably through complex policy, process, and people-related organizational dynamics

Emotional Intelligence: the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically

POSITION OBJECTIVE

AMTA's education program and initiatives play a key strategic role in the association's function as a health and safety association, continuously evolving the state of competency in the transportation industry. The Team Leader, Education Programming reports to the Education Manager and is responsible evaluating training programs, leading the Education Development team and third-party contractors in enhancing existing courses and the development of new training programs to align with the strategic goals of the association.

ROLE RESPONSIBILITIES

- Accountable for providing leadership, oversight and project management of all education development and education programs
- Guide and conduct training needs assessments and propose relevant and innovative learning solutions
- Bring expertise to the design, adaptation, planning, implementation phases of learning activities
- Develop and communicate learning solutions using a variety of tools and software
- Solicit proposals from external course providers and developers and evaluate their services, and make the appropriate recommendations to the Education Manager
- Ensure that learning assets are relevant and effective in accordance with best practices and business standards, while exploring new methodologies and learning opportunities
- Analyze results and make the necessary recommendations to ensure the quality and relevance of learning programs meet the needs of the Commercial Transportation industry
- Continually monitor emerging trends and organizational needs to provide informed recommendations for innovation
- Liaise with industry subject matter experts to remain on top of industry requirements, industry best practices and future demands as industry requirements change for external customers to ensure course offerings match industry demands
- Execute the duties of the Team Leader in according to lawful and ethical standards as described in legislation, policy, and AMTA's Code of Ethics
- Collaborate with the Education Manager on matters relating to education development recruitment, hiring, and ongoing evaluation on the Education Development team members within the scope of duties
- Assist the Education Manager in the development of operational planning for course development that aligns with the association's overall strategic plan



- Continuously monitor and periodically report on the effectiveness of the AMTA education programs and work with the Education Development team to update the programing recommendations
- Represent the AMTA and industry to governments, industry affiliated associations, organizations within the AMTA partnerships and the public in matters within scope
- Develop presentations, papers, and articles for internal and external audiences as required
- Other related duties as required

EDUCATION AND EXPERIENCE

Education: Post-secondary education in Instructional Design or Adult Learning.

Experience: Minimum 5 years' experience leading within an educational or academic setting.

- Learning Management Systems
- Supervising Others
- Project Management
- Professional Writing
- Stakeholder Engagement
- Professional Driving (class 5 or better)
- Instructional Design and Development
- Instruction / Facilitation
- Engagement with Regulatory Bodies
- Technical Writing

WORKING CONDITIONS

Hybrid of professional office, work-from-home

ADDITIONAL COMMENTS

AMTA is committed to fostering a diverse, equitable, and inclusive environment for everyone and the principle of equity in employment. AMTA encourages applications from all qualified individuals; however, Canadian citizens and permanent residents will be given priority. We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to complete all applicable background checks (which may include, criminal, identity, educational, and/or credit) and professional reference checks satisfactory to the AMTA.

We offer competitive compensation and a comprehensive benefits package. If you are interested in joining our organization and becoming part of a strong, dynamic team, please forward your resume to careers@amta.ca by January 29, 2024.