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**JOB DESCRIPTION: PROGRAMME/TRAINING DESIGNER**

**(VACANCY FCS 05/24)**

**Position Title:** Programme/Training Designer  
**Location:** Fiji Corrections Service (FCS) Headquarters  
**Reports to:** Director of Rehabilitation Training and Development  
**Indirect Reports:** Rehabilitation Officer, Training Officers, Instructors, and External Trainers

**Salary**: $30,737.00 - $55,413.00 plus Extra Duty Allowance of 12.5% and 20% of Lodging Allowance.

**POSITION PURPOSE**

The Programme/Training Designer is responsible for the design, development, and evaluation of training programs aimed at enhancing the skills, knowledge, and competencies of staff within the FCS and inmates based on rehabilitation needs. This role involves collaborating with key stakeholders to assess training needs, creating tailored training solutions, and ensuring that all programs align with FCS’s strategic goals. The Programme/Training Designer plays a pivotal role in promoting a culture of continuous learning, staff professional development and effective inmates’ rehabilitation services within the FCS.

**KEY RESPONSIBILITIES**

* Conduct thorough needs assessments to identify skills gaps, learning requirements, and development opportunities for FCS staff.
* Collaborate with department heads, supervisors, and HR to understand the specific training needs across different units and divisions.
* Analyze performance data and feedback to determine priority areas for training and development interventions.
* Ensure that training programs align with the goals of FCS, including safety, security, rehabilitation, and management.
* Design and develop innovative, engaging, and effective training programs that cater to the specific needs of custodial officers, administrative staff, and specialized units.
* Develop course materials, training manuals, lesson plans, online modules, and other learning resources.
* Ensure that programs are designed to meet both national standards (such as those set by the University of the South Pacific or the Fiji National University) and international best practices in corrections and law enforcement training.
* Incorporate a variety of instructional methods, including e-learning, in-person training, hands-on practice, workshops, and simulations.
* Tailor programs to meet the specific training needs of new recruits, mid-career officers, and senior management.
* Develop and update the syllabus for promotional courses, ensuring alignment with formal qualifications like certificates and diplomas.
* Create learning pathways for career development, offering opportunities for staff to progress from foundational to advanced training levels.
* Design specialized training programs in areas such as leadership, crisis management, rehabilitation, and security operations.
* Work with training officers and external facilitators to ensure the smooth delivery of training programs.
* Provide guidance and coaching to instructors, helping them improve their delivery techniques and ensure consistency in training standards.
* Occasionally lead or facilitate training sessions, particularly for high-level or specialized programs.
* Work closely with the Director Training and Rehabilitation to ensure that all facilitators are well-prepared and have the necessary resources for successful course delivery.
* Develop and implement evaluation tools, such as feedback surveys, assessments, and performance metrics, to measure the effectiveness of training programs.
* Analyze evaluation data to determine the impact of training programs on staff performance, operational efficiency, inmates’ rehabilitation and organizational outcomes.
* Continuously refine and improve training programs based on feedback, changing organizational needs, and industry trends.
* Ensure that all training programs are compliant with internal policies, accreditation requirements, and regulatory standards.
* Liaise with external training providers, educational institutions, and industry experts to integrate best practices and new methodologies into FCS training programs.
* Maintain strong relationships with stakeholders within the organization to ensure that training programs remain relevant and aligned with operational demands.
* Engage with external accrediting bodies to ensure that FCS training programs meet recognized standards.
* Collaborate with the HR department to ensure that training is incorporated into the overall workforce development plan.
* Ensure the availability of up-to-date and relevant training materials, tools, and technologies.
* Develop multimedia resources such as instructional videos, e-learning platforms, and interactive simulations.
* Ensure that all training programs meet national and international standards for corrections and law enforcement training.
* Work closely with regulatory bodies and accrediting institutions to secure certifications or diplomas for FCS inmates and staff.
* Keep abreast of changes in laws, regulations, and industry standards that may affect training content or delivery.

**QUALIFICATIONS AND EXPERIENCE**

Bachelor’s Degree in Education, Training and Development, Human Resources, or a related field. A postgraduate qualification in a relevant discipline is an advantage. Minimum of 5 years of experience in training design and development, preferably in a correction, law enforcement, or public sector context. Experience in e-learning design and curriculum development is highly desirable.Certification in Instructional Design, Adult Learning, or a related qualification is an added advantage.

**KEY PERFORMANCE INDICATORS (KPIs)**

* Successful development and implementation of training programs for inmates and staff that address identified skills gaps and align with FCS rehabilitation and overall strategic goals.
* Positive feedback from participants and stakeholders regarding training quality and relevance.
* Improvement in staff performance metrics following training interventions.
* Achievement of accreditation or certification for training programs where applicable.
* Increased staff participation in training programs and professional development opportunities.
* Development of innovative, engaging, and modern training materials and methodologies.
* Compliance with regulatory standards for training and professional development.

**SKILLS AND COMPETENCIES**

* Strong knowledge of instructional design principles, adult learning theories, and training methodologies.
* Ability to design comprehensive training programs that meet both operational and academic standards.
* Excellent written and verbal communication skills, with the ability to convey complex information clearly and concisely. Skilled in facilitating training sessions for diverse audiences.
* Ability to conduct training needs assessments, analyze performance data, and develop data-driven training interventions.
* Strong organizational and project management skills, with the ability to oversee multiple training programs simultaneously.
* Proficiency in using digital learning tools, e-learning platforms, and multimedia content creation tools.
* Strong interpersonal skills with the ability to work collaboratively with internal and external stakeholders.
* Creative and forward-thinking in developing new training solutions and adopting modern learning technologies.

**WORKING CONDITIONS**

* The Programme/Training Designer will be based at FCS Headquarters but may be required to travel to training facilities or correctional institutions for program delivery or assessment.
* Standard office hours apply, but additional hours may be necessary during training delivery or to meet deadlines.
* Regular interaction with internal stakeholders, including officers, trainers, and senior management, as well as external partners like educational institutions.