COORDINATOR, ORGANIZATIONAL DEVELOPMENT & LEARNING

AREA OF RESPONSIBILITY:
Reporting to the Manager, Organizational Development and Learning, this role is responsible for working as part of an integrated HR Service Delivery Team to provide solutions that respond to organizational needs and build capacity/capability at an organization, leader and/or team level in the areas of organizational development and learning and builds our broader commitment to human capital planning and driving employee engagement.

The Coordinator is responsible for coordinating and/or administering dynamic, engaged, and employee-oriented Organizational Development and Learning programs ensuring that the program continues to meet the needs of the City while considering leading practices. Examples of these programs include Orientation, Onboarding, Team Effectiveness, Performance Management, Leadership Development, Succession Management, Employee Engagement, Diversity and Inclusion, Corporate Learning, Career Development and Workforce Planning. The Coordinator role also takes on projects and research that furthers Organizational Development and Learning programs and services.

- Supports a culture of continuous learning by fostering ideas and outreach strategies to help employees experience the value of learning and the benefits of both formal and informal learning.
- Develops processes, timelines, implementation and/or change management strategies and associated communication to support excellence in Organizational Development and Learning program delivery.
- Researches market trends and develops ideas for enhancing and sustaining program structures and content, including implementation of best practices and the development of innovative programs, tools and techniques.
- Support the implementation of technology changes, including the learning management system, technical program changes and related communication and training initiatives.
- Support the Corporate Learning Strategy by administering the development of the learning calendar and by working with subject matter experts and/or outside vendors to design and develop learning tools, including e-learning solutions.
- Provides consultation and service to internal customers to ensure program usage is high and compliant to standards. Ensures alignment to Corporate vision and strategic priorities, and relevant employment legislative requirements.
- Analyzes and reports on Organizational Development and Learning initiatives and results, develops consistent metrics and reporting and makes recommendations for continuous improvements, budget
allocation etc. This effort is supported by coordinating a comprehensive approach to evaluation and learning retention, application, and sustainability.

- Assist with drafting and updating related Organizational and Development and Learning communication materials; including, standard operating procedures, employee portal content, information sessions, program updates, learning opportunities, surveys etc. Ensures implementation is communicated through the appropriate channels and manages the logistics of sending and receiving data.

- Lead or participate in special events or projects teams, representing Organizational Development and Learning and Human Resources as required.

- Acts as a resources to employees regarding Organizational Development and Learning programs and provides education/training about program processes as applicable. Facilitates training to develop leaders’ or employee’s skills in specific program areas.

- Builds and maintains relationships with cross-functional departments, teams, management and external partners and vendors, to foster and support program delivery and coordination. Develops and maintains effective working relationships with Human Resources, internal stakeholders and partners, and with staff to successfully execute Organizational Development and Learning initiatives within prescribed timelines.

**SELECTION CRITERIA:**

- Post-secondary degree or diploma in Human Resources, Adult Education, Organizational Development, Business or related field.
- Attainment of CHRP is preferred
- Minimum 5 years HR generalist experience:
  - 3-5 years Organizational Development and Learning experience
- Experience in a unionized public sector environment an asset
- Knowledge of Municipal, Regional, Provincial and Federal Governments and applicable Legislation is an asset
- Ability to identify business needs, initiate and coordinate project resource requests
- Customer Service and People Management skills; Interface with internal and external customers to meet corporate service standards
- Detail oriented, well organized, and able to coordinate and multi-task to accomplish a variety of tasks and activities with conflicting priorities and timelines
- Facilitation and presentation skills, to support outreach and employee engagement initiatives
- Analytical skills for complex problem solving
- Computer proficiency in Microsoft office/software
- Certification to lead recognized Leadership and/or Personal Effectiveness curriculum is an asset
- Exposure to psychometric tools is an asset
- Previous experience developing e-learning materials an asset
- Strong research, analytical and creative skills as they relate to program and process design/development.
- Change Management Certification is an asset
- Conceptual thinker with sound judgment who can gather, analyze and translate best practice information into practical solutions that support the business in achieving goals and priorities.
- Excellent interpersonal and communication skills including consulting and presentation skills and the ability to collaborate effectively with a broad of range stakeholders at various levels.
- Strong organizational and project management skills.
Exciting things are happening at the City of Brampton. To hear more of what our employees have to say, watch our Join Our Team Video. For some insight on Brampton’s future watch our Planning Vision Video by renowned Planner Larry Beasley.

**Various tests and/or exams may be administered as part of the selection criteria.**

**Starting Salary: $67,910.00 per annum**

TO APPLY: Please apply online, quoting file number: 102821 by March 5, 2018 at: www.brampton.ca/employment or via www.workopolis.com and search for key words City of Brampton. If you require assistance with the application process, please contact us directly. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. We are dedicated to equal opportunity.

_The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially._