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## **ORGANIZATIONAL DEVELOPMENT CONSULTANT**

Full Time Employment Opportunity

Reporting to the Manager, Organizational Development, the Organizational Development Consultant is responsible for researching, developing, facilitating and coordinating organizational development & training activities and providing support to the Organizational Development team.

### **Duties:**

- Consult with managers and employees regarding training requirements and outcomes.
- Conduct and support needs analyses and evaluation processes for training programs.
- Recommend and design new training programs and improvements to existing programs.
- Prepare and support the development of learning materials.
- Review and support the preparation of student/teacher handbooks.
- Develop, coordinate, deliver, and evaluate Organizational Development programs including identifying needed resources.
- Coordinate the collection of data using both internal and external resources.
- Analyze information/data and make sound business recommendations for organizational development activities.
- Consult with internal stakeholders and external resources regarding team and employee training and business requirements.
- Prepare final reports including statistical and financial analyses.
- Research and negotiate online programs such as HMM and LinkedIn Learning.
- Provide guidance on Corporate Organizational Development programs such as Your Voice Survey, Performance ROAD, and Competency Development.
- Perform system administration tasks for the LPS.
- Provide general support to end users; including training new users.
- Create reports for key learning metrics using system reporting tool and SQL.
- Assist in the resolution of minor technology issues related to the LPS.
- Manage and test upgrades to the LPS.
- Encourage a climate that supports diversity.
- Performs other duties as assigned.

### **Primary Qualifications:**

- Post-secondary education in Human Resources, a diploma or certificate in adult education, or an equivalent combination of education/training and experience.
- Intermediate skills in Microsoft Office (Word, Excel and Outlook).
- A minimum of three (3) years related work experience, developing, delivering and coordinating training & organizational development programs.
- Previous experience in collection, analysis, providing recommendations, report writing and developing advanced learning materials.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

### **Secondary Qualifications:**

- Bilingual (French/English) language skills.
- Experience with Learning and Performance System (LPS).

*\*\*\*Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process. Circumstances may arise where the bulletin may need to be withdrawn or the number of positions may need to be increased.*

**Salary:** \$28.23-\$37.46  
**Bargaining Unit:** Exempt  
**Location:** Buffalo Place

Individuals should apply by completing our online application form at [www.mbl.ca/jobs](http://www.mbl.ca/jobs) or by submitting a resume and application to [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by November 24, 2022**

*We thank all interested applicants, however, only those selected for interviews will be contacted.*