

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment, and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

LEARNING AND ORGANIZATIONAL DEVELOPMENT ADVISOR Permanent Full Time

JOB ID: C02-22	LOCATION: Remote & 30 Centre Street, Orangeville, ON
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on January 20, 2022

Reporting to the Director of People and Equity, the Learning and Organizational Development Advisor is responsible for the ongoing development and enhancement of the Corporate Training Plan and its deliverables. This position helps the organization optimize employee performance by planning, coordinating, developing, and scheduling learning opportunities to meet the needs of employees, departments and the organization identified through training needs analysis and assessments.

What you'll do

- Conduct training needs analyses and consult with different departments to identify training priorities
- Work collaboratively with various departments to enhance existing training initiatives and explore opportunities to create new training programs to address ongoing needs
- Prepare, design/customize, and deliver course materials for in-person and online training
- Develop initiatives to promote and support a system-wide culture of excellence and high performance
- Design and implement change management processes to add business value by leveraging technology, using a systematic approach to organizational change, and identifying metrics to measure outcomes
- Deliver various employee training initiatives including, but not limited to, anti-oppression, anti-racism, respectful workplace, and customer service that support the professional development of all staff
- Manage and promote the Harvard ManagerMentor learning system, as part of ongoing leadership development
- Build effective working relationships with community partners, organizations, and municipalities
- Participate in the Municipal Learning and Organizational Development (MLOD) network as a forum for sharing relevant practices, resources, programs, and issues related to organizational development
- Compile and maintain an inventory of training resources, tools and vendors pertaining to various learning and organizational development topics
- Other duties as assigned.

What you'll bring

- A university degree or college diploma in Human Resources, Organizational Development, Adult Education, or a closely related field
- Minimum of 2-4 years of experience working in a Human Resource or Adult Education capacity with specific focus on the coordination and development of classroom and/or online training and organizational development initiatives
- Strong interpersonal skills; able to liaise with diverse people and maintain effective working relationships
- Knowledge of adult learning principles
- A valid Class G driver's license and access to reliable transportation as travel throughout Dufferin County is required
- Strong computer skills, including experience using Microsoft Office, Outlook, and an electronic document management system.

What we can offer YOU!

- A competitive hourly wage ranging between \$38.75 – \$45.34
- Comprehensive health benefits and enrollment in a defined benefit pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:

hr@dufferincounty.ca

As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.