

<b>DEPARTMENT:</b>	Human Resources & Information Technology	<b>STATUS:</b>	Temporary Full-Time (18 months with the possibility of extension)
<b>NO. OF POSITIONS:</b>	One	<b>UNION:</b>	Exempt
<b>HOURS OF WORK:</b>	37.5 hours per week	<b>SALARY:</b>	\$89,987 to \$99,164 annually plus comprehensive benefits package (2021 rates)

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 70,000 residents. It is a city rich in history with a viable and thriving economy, a population representative of the diversity of the region, and is staffed by talented and dedicated employees who work together to achieve its strategic vision. The City of New Westminster has earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

Are you innovative, dynamic, and flexible? Are you a technology savvy learning and development professional and a collaborator at heart? Do you want help build a cohesive team culture across the city while promoting individual career development? Are you a passionate leader and can inspire individuals throughout the organization? If this sounds like you, we would love for you to join our HR & IT team!

Reporting to the Senior Manager, Human Resources, you will work with subject matter experts and key internal and external contacts to complete all stages of the instructional design process including needs assessment, design development, implementation, and evaluation. You will:

- Analyze organizational trends and interface with City leadership and staff to identify, understand development needs, and create a city-wide learning and development plan and annual program calendar
- Collaborate with business subject matter experts to design and develop instructor-led training or training using emerging educational technologies, to support the City's core and leadership competencies, business changes, new initiatives, and skills training
- Develop and administer a comprehensive learning and development corporate policy and procedures
- Coordinate the compilation and analysis of learning and development cost data, recommend budget requests to accomplish program priorities, and manage the budget
- Facilitate or co-facilitate instructor-led training sessions/programs
- Provide administration and coordination services for course schedules, materials, evaluations, etc.
- Research, recommend, and develop or procure programs and resources for learning and development
- Develop and manage the city's new employee onboarding and orientation program
- Undertake special learning projects such as make recommendations and procure a learning management system
- Provide support to supervisors, managers, and employees in completing their professional development plans (PDP) and analyze career development plans to identify learning and development needs
- Perform other related duties as required

You have:

- Bachelor's degree in Human Resources specializing in Learning and Development, Leadership and Learning, Educational Technology, Curriculum Development, Adult Education, or a related discipline plus sound progressive experience in an adult learning and development role or an equivalent combination of education and experience may be considered
- Sound knowledge of adult education principles, and latest learning and development trends and best practices, relevant legislation, and collective agreements
- Excellent skills in supervisory and leadership development, coaching, feedback, and team development
- Effective communication and listening skills as well as advanced presentation and facilitation skills
- Outstanding time management, planning, organization, and coordination skills
- Exhibit good judgement, confidentiality, and have excellent analytical, and problem solving skills
- Innovation and initiative, and ability to work independently and to contribute effectively in a team environment
- Strong interpersonal and customer service skills, and the ability to build and maintain exceptional working relationships with internal and external contacts
- Experience with developing and implementing employee professional development plans
- Demonstrated experience with a with budgets and request for bids and proposals processes
- Track record of developing comprehensive learning and development policies and procedures
- Proficiency in MS Office and related technologies such as HR information systems, learning management systems, and emerging educational technologies
- Chartered Professional of Human Resources (CPhR) designation, or equivalent is an asset

We offer:

- Work-life balance – 37.5 hour work weeks, vacation, secondary leave, and an optional compressed day off program
- Health and wellness – extended health, dental, and life insurance benefits, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning, leadership development, and education development program

Apply by sending your **cover letter and resume in one document** quoting the competition number, to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, by e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-103**. This competition will remain open until position is filled.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*