

## **EMPLOYMENT OPPORTUNITY NOTICE EO17-209**

### **THE CITY OF GREATER SUDBURY**

**requires a**

### **MANAGER OF ORGANIZATIONAL DEVELOPMENT, SAFETY AND WELLNESS**

**REPORTING LOCATION: TOM DAVIES SQUARE**

**PERMANENT POSITION**

### **START DATE TO FOLLOW SELECTION PROCESS**

The Organizational Development, Safety and Wellness Section, Human Resources and Organizational Development Division, Corporate Services Department of the City of Greater Sudbury, requires a Manager of Organizational Development, Safety and Wellness. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,690.20 to \$4,341.54 bi-weekly.

#### **QUALIFICATIONS:**

##### **EDUCATION AND TRAINING:**

University degree in a related discipline from a recognized University with Canadian accreditation.  
Additional education initiatives to update and expand competencies.  
Possession of a certificate in Occupational Health and Safety from a post secondary institution or equivalent considered an asset.  
Completion of a professional designation in related field (i.e. CHRP, Coaching) considered an asset.

##### **EXPERIENCE:**

Minimum of five (5) years of experience in a large, unionized, and highly diversified public or private sector organization, including three (3) years managing a similar function.

**OR**

##### **EDUCATION AND TRAINING:**

College diploma in a related discipline from a recognized College with Canadian accreditation.  
Additional education initiatives to update and expand competencies.  
Possession of a certificate in Occupational Health and Safety from a post secondary institution or equivalent considered an asset.  
Completion of a professional designation in related field (i.e. CHRP, Coaching) considered an asset.

##### **EXPERIENCE:**

Minimum of seven (7) years of directly related and responsible experience including three (3) years managing a similar function in a large, unionized, and highly diversified public or private sector organization.

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**KNOWLEDGE OF:**

CGS's priorities.  
Applicable legislation and related regulations.  
Current and emerging management issues within CGS as they affect the Organizational Development, Safety and Wellness Section.  
Best practices within the sub-functions of Organizational Development, Safety and Wellness.  
Horizontal linkages to other relevant governmental levels and services as well as the private sector.

**ABILITIES TO:**

Research complex human resources issues and prepare written reports.  
Understand and meet the needs of internal customers, as well as citizens.  
Provide consulting expertise.  
Translate CGS's vision for others both within and outside the organization.  
Support the alignment systems to facilitate better service for the citizens of CGS.  
Create enthusiasm and motivation for employees to pursue CGS's targets.  
Support the creation and respond appropriately to a continuous learning environment.  
Balance conflicting demands from stakeholders.  
Anticipate and assist with change leadership.  
Manage conflict; mediate disputes; assist in reaching consensus.  
Respond quickly to emerging opportunities or risks.  
Provide a stabilizing influence within the Section.  
Demonstrate highly developed interpersonal and influencing skills..

**PERSONAL SUITABILITY:**

Mental and physical fitness to perform essential job functions.

**LANGUAGE:**

Excellent use of English; verbally and in writing.  
French verbal skills desirable.

**OTHER:**

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

**MAIN FUNCTION:** To provide overall management and direction to CGS's Organizational Development, Safety and Wellness programs. Build, drive and deliver innovative Organizational, Safety and Wellness strategies and programs that foster a high performing, engaged workforce.

**DUTIES:** UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT:

**Organizational Development**

1. Provide overall direction and management of CGS's recruitment and selection processes, targeting to enhance the timely acquisition of quality personnel by CGS. Research, recommend, and implement best practice processes in recruitment and selection, develop policies and practical tools that support legislative compliance and quality results, train Hiring Managers on CGS's recruitment and selection processes.
2. Research, design, recommend, implement and evaluate specific organizational development projects, programs and initiatives including training in areas such as performance development, leadership development and capacity building, coaching and mentoring, strategic and operational planning, cultural transformation and employee engagement, on a CGS wide basis.
3. In conjunction with the Director of Human Resources and Organizational Development and the Executive Leadership Team, develop and implement organizational assessment and review (i.e. Human Resources planning) processes and development of a Human Capital Management Plan. Lead the annual Succession/Human Resources planning process conducted by the Executive Leadership Team, and co-ordinate/ provide professional support to fill the succession/resource gaps identified.

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**Safety Program Management**

4. Oversee the occupational development and management of all Health maintenance and preventative Safety issues.
5. Investigate accidents and occupational health problems, making sure recommendations, policies and procedures are followed. Organize and conduct research studies on Health and Safety issues, and prepare reports based on same, facilitating program and plan development.
6. Oversee the preparation of a Health and Safety Manual with prescribed Health and Safety Rules and Procedures, as well as Health and Safety Procedures for various job classifications depicting related Health and Safety factors as part of the Accident Prevention Program.
7. Oversee the organization and co-ordination of Health and Safety Education and Training Programs/initiatives which meet legislative requirements and/or enhance CGS's workplace. Must be "On Call" or make arrangements for immediate investigation of all "critical" injuries or fatalities.

**Wellness**

8. Manage CGS's Wellness Program from the garnering of statistics on health/wellness indicators in the employee population, to an analysis and prioritization of options to promote Wellness in the workplace, through to marketing and execution of annual initiatives to promote Wellness amongst CGS Employees. Evaluate the results/success of annual initiatives in achieving Employee Wellness, in a continuous feedback model.
9. Support the Committee to garner continued advocacy for the program from our Employee group/Union and Council

**Other**

10. Supervise Sectional staff ensuring that resources are allocated to priority tasks, and in accordance with the Division's Business Plan. Hire, train, evaluate and manage the performance of staff as required.
11. Responsible for the preparation and administration of the Section's Budget.
12. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
13. Perform other related duties as required.

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**LEADERSHIP COMPETENCIES:**

**Strategic Implementation (III)**

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
Business Acumen	Understand the business implications of opportunities and decisions, and implement successful business strategies to improve organizational performance.	4	Applies broader business metrics
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	4	Formulates a “big picture” understanding of the near-term impact of decisions
Strategic Orientation	Understand the business implications of decisions on one’s role, and link daily work to the organization’s strategy.	3	Understands external impact on internal strategy
<b>Delivering Business Results</b>			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	4	Enables organizational collaboration
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	4	Uses a long-term perspective; acts as a trusted advisor
Driving for Results	The personal drive to achieve results, and focus one’s attention on accomplishing key objectives and positive outcomes for oneself, one’s team and the business.	4	Makes cost-benefit analyses
Impact & Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	3	Uses customized influence strategies
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	4	Understands organizational politics
<b>Aligning People &amp; Teams</b>			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	4	Provides in-depth coaching, mentoring or training
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	4	Acts as a credible leader
<b>Enhancing Personal Effectiveness</b>			
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	4	Applies strong personal moral compass to strategic decisions and actions

For more information on leadership competencies, please refer to our website: [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs)

Qualified candidates should submit their résumé in confidence by **WEDNESDAY, MAY 24TH, 2017 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca)** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-209**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.