



City of Oshawa, located just a short, 30-minute drive from Toronto, is a progressive city of 166,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to the fiscal restraint.

## Organizational Development Consultant

**Salary Range: \$80,288 - \$94,458 per annum**

Reporting to the Manager, Organizational Development (O.D.), provide critical support to the Human Resource Services (H.R.S.) team, the management team, client groups and employees by developing, coordinating and delivering corporate and human resources programs, projects, policies and initiatives, that contribute to a high performing organization and an engaged workforce that ensures the achievement of organizational objectives. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

### Duties include

- developing, coordinating, administering and supporting major human resources and O.D. initiatives, programs, policies and projects (e.g., overall Talent Management Program, including management training and leadership development, onboarding program, performance management, wellness initiatives, etc.);
- partnering with H.R. Consultants, managers and client groups to design, deliver and implement initiatives and programs to enhance or build relationships and improve engagement and performance;
- managing the City's internal communications and intranet (iConnect), including recommendations for improvement, overseeing the design, navigation, content, effectiveness, engagement and training of users;
- providing change management, process and/or continuous improvement assistance to client and employee groups to help develop more effective and efficient methods to achieve desired results;
- assisting in analyzing and monitoring the H.R.S. branch operating and capital budget;
- conducting research on various human resource/policy issues and compiling reports and/or preparing presentations;
- compiling relevant metrics to strengthen decision support and validating year-over-year metrics for the annual H.R.S. Report Card;
- liaising with various universities and colleges to recruit, hire and supervise H.R. co-op students/interns;
- perform all other duties as assigned.

### Qualifications:

- knowledge and understanding of concepts, methods and procedures of Organizational Development through the completion of a University Degree in Human Resources or related discipline (e.g. Business Administration), plus a minimum of five (5) years of experience in a related organizational development or human resources role, or have an equivalent combination of education and relevant experience;
- C.H.R.L. designation in good standing or working towards designation is an asset;
- sound knowledge of human resources theory, best practices and applicable legislation;
- demonstrated knowledge of organizational development and change management theory and process with strong project management and project team management skills to organize, plan and schedule large project team work;
- advanced skills and experience using P.C. equipment and related software applications, including M.S. Office Suite, Adobe and PeopleSoft H.R.I.S. and Financials, Web-based applications, with a strong aptitude for developing on-line tools to support programs;
- sound financial acumen with the ability to monitor budgets and expenditures and conduct cost/benefit analyses;
- demonstrated knowledge of learning styles, training design, group dynamics, interactive learning methods, group facilitation and excellent presentation skills

- excellent critical and strategic thinking, high level of initiative, organizational, administrative, reasoning, research and analytical skills;
- ability to exercise good judgment, organize, plan and schedule daily work on an independent basis to meet competing deadlines despite frequent interruptions;
- excellent interpersonal and leadership skills with the ability to communicate courteously and effectively, both orally and in writing with all levels of staff, elected officials and the general public.

Interested candidates are invited to provide a resume with covering letter electronically **no later than Thursday, June 14, 2018**, at [www.oshawa.ca](http://www.oshawa.ca) under City Hall, Employment link. Please note hard copies of resumes will not be accepted.

We thank all applicants, but only those to be interviewed will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. The City of Oshawa will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.

[www.oshawa.ca](http://www.oshawa.ca)