



Shape a place
where people
want to be

Position Title: Lead HR Advisor, Talent Development

Position Status: Full-Time Regular

Department: Human Resources & Corporate Services

Employee Group: Exempt

Location: 4730 Kingsway, Burnaby

Description:

Our Human Resources & Corporate Services Department is seeking a Lead HR Advisor, Talent Development, who will guide, support and further the development of Metro Vancouver's most important asset – our people.

You are: Enthusiastic, visionary, dynamic and flexible, which you balance with a steady hand. You are an engaging, strong facilitator able to build and maintain effective working relationships. You demonstrate considerable initiative and sound judgment. You are an effective leader and inspire both your team and individuals throughout the organization.

The Lead HR Advisor, Talent Development is part of the HR Talent Management & Organization Development team and falls within our Professional / Technical, Level 3A job family.

This role:

- Leads the Talent Development stream of Talent Management and Organization Development, including a team of staff. Responsible for ongoing design, development, implementation and administration of talent development/employee learning and development programs. Determines appropriate program measures, assessments, continuous improvements, budget, scheduling, records management, quality assurance monitoring and acquisition liaison with external training and development consultants to ensure program integrity and alignment with Metro Vancouver values and culture.
- Facilitates and presents training courses or developmental processes as part of general, supervisory or leadership development programs, including Emotional Intelligence, Respectful Workplace, Communication and Conflict Resolution, Change Management, Leadership, Insights Discovery and various custom workshops.
- Responsible for TD program budget preparation, reporting, resource allocations and work plans. Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Explains variances, sets milestones and justifies expenditures. Contributes to departmental long range plans.

- Designs, implements and oversees corporate leadership, supervisory development and mentorship programs, including oversight of program development, employee intake, measurement strategy, scheduling, administration, budgeting and consultant resource acquisition. Manages and oversees the Corporate Development Fund and Community Team programs.
- Manages the development, administration and monitoring of the formal employee performance measurement program and its integration to a personal employee development plan. Provides advice and counsel to managers and supervisors relative to process execution; reports to senior management on process activities and outcomes; makes recommendations to senior management relative to program improvements; and oversees implementation of program improvements.
- Provides advice and support relative to the development and implementation of individual employee and specific workgroup employee development strategies. Works with the Lead Advisor, Organization Development, to transition succession plans to succession development through personal development plans.
- Oversees or conducts needs analysis at all levels of the organization to ensure talent development requirements are consistent with organizational objectives; advises senior management on appropriate developmental strategies. Implements or revises learning programs, courses, developmental processes or tools to support achievement of developmental requirements.
- Responsible for researching best practices and trends impacting talent development and strategic goals; recommends programs as a result of research and trend analysis.
- Hires, manages and supervises staff. Monitors team and individual performance towards division, department and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches and mentors staff; determines developmental requirements; provides ongoing and timely feedback; and supports the resolution of technical and interpersonal issues staff encounter while doing their work.
- Chairs the Regional Training and Development Committee comprised of municipal HR, Training, Talent Development and OD representatives from the Metro Vancouver region.
- Performs other related duties as required.

To be successful, you have:

- University degree or diploma in Human Resources, Business Administration or other relevant discipline. 7 years recent related experience; or an equivalent combination of training and experience.
- Certification in Insights Discovery and Emotional Intelligence, and/or Change Management are an asset.
- Sound knowledge and applied understanding of human resources management principles with expertise in talent development principles.
- Sound knowledge and understanding of adult education principals and methodologies. Demonstrated ability to develop and deliver comprehensive training programs to a variety of audiences.
- Sound knowledge and understanding of performance development and measurement systems and best practices for effectively engaging managers and employees in ongoing performance development and measurement processes.
- Ability to work under broad direction and use significant independent judgment to interpret policies and determine appropriate methodologies for situations where more than one option is possible.
- Ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be highly sensitive and challenging. Demonstrated skill in dealing tactfully and sensitively in a variety of situations including exercising substantial discretion with highly sensitive and confidential information.

- Excellent oral and written communication skills including the ability to effectively listen, persuade others, and resolve problems using a high degree of independent judgment. Excellent facilitation and public speaking skills including the capacity and resilience to work productively with seemingly unwilling participants. Sound ability to develop training materials and write reports.
- Ability to meet timelines and objectives requiring persistence to overcome obstacles.
- Mature decision making, research and analytical skills including the ability to synthesize issues and explain complex circumstances to various audiences.
- Demonstrated supervisory skills including the ability to mentor, coach and guide direct reports. Strong working knowledge of budgeting and financial management.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook and PowerPoint.
- Valid BC Class 5 Driver's license.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by February 28, 2020.