



Make working for
The City work for you.



Workforce Development Coordinator

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Workforce Development Coordinator, you will be responsible for researching, developing, implementing, managing, and evaluating workforce development strategic programs within Infrastructure Services (IS) in partnership with Human Resources. You will also work to advance the corporate Equity, Diversity, Inclusion and Belonging (EDIB) and Anti-Racism strategies and the department's Reconciliation journey as well as co-ordinate Infrastructure Services departmental People Team. Primary duties include:

- Lead exploratory work with Human Resources and Infrastructure Services, management and leadership to identify leadership developmental needs and competency gaps within Infrastructure Services' workforce.
- Design, implement and deliver series of learning sessions focused on leadership competencies for management and leadership teams within Infrastructure Services.
- Align initiatives with corporate EDIB and Anti-Racism strategies.
- Develop awareness and skill-building sessions focused on EDIB and Anti-Racism for the Management and Leadership level within IS and support department-wide roll out.
- Develop, implement, and sustain a customer-centric development program within Infrastructure Services, including training sessions and/or workshops focused on customer service excellence. This includes developing training materials and associated tools and resources.
- Coordinate the departmental People Team and initiatives, including team meetings and development of the annual workplan with a focus on developing and fostering a psychologically safe workplace.
- Coordinate the prioritization and tracking of recruitment for business-critical positions within Infrastructure Services.
- Monitor employee training compliance relative to corporate and departmental requirements.
- Develop, coordinate, and sustain Employee Recognition across Infrastructure Services in alignment with corporate direction.

Qualifications

- A degree in Social Sciences, Human Resources, Management, Business Administration, or a related discipline.
- At least 5 years of experience in strategic business initiatives, workforce planning, learning and development programs, or related fields.
- Equity, diversity, inclusion and belonging or related certification is considered an asset.
- Demonstrated ability to conduct research, develop educational training sessions and resources, and address complex problems with strong communication skills, both verbal and written.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Note: The interview process may include written and presentation components.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 12 \$44.20- 59.09 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Infrastructure Services
Location: 800 Macleod Trail S.E.
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: June 26, 2024
Job ID #: 310024

Apply online at www.calgary.ca/careers