Learning and Development Analyst

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 the Learning and Development Analyst, you will support the People and Culture team in research, metrics, analytics and evaluation of the Leadership Development 360 program objectives, performance measurement and other culture initiatives. In this position, you will examine internal processes and recommend improvements to support efficiency and consistency of service delivery and a positive client experience. You provide expertise in assessments, applications, systems, and technology trends to advance service delivery. Primary duties include:

- Participate in work groups to enhance user experience with development and culture initiatives.
- Lead report functions/exercises using the Result Based Accountability (RBA) methodology.
- Collect quantitative and qualitative data and present results in a clear and comprehensive format.
- Generate reports using data from various sources including systems such as the Learning Management System (LMS), Human Capital Management (HCM), interviews, focus groups, and survey tools.
- Work closely with consultants/strategic partners to develop leadership development and culture program goals and strategies that align with organizational objectives.
- Conduct research, analyze program data, and collaborate with different interested groups to identify best practices. Identify gaps and opportunities.
- Create templates within tools used for culture program and projects (e.g., SharePoint, Microsoft Forms, Power Automate, and survey tools).

Qualifications
- A completed 2-year diploma in Business Administration, Data Analytics, Information Management, or a related field and at least 5 years of experience, including data analytics, data visualization, research and report writing; OR
- A degree in Business Administration, Data Analytics, Information Management, or a related field and at least 3 years of experience, including data analytics, data visualization, research and report writing.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint) and technical knowledge of statistical software programs, business intelligence/analysis tools, and reporting systems will be considered assets.
- Experience in a leadership development environment is an asset.
- Success in this position requires the ability to work under general direction, take initiative and have well developed communication skills to synthesize information.

Pre-employment Requirements
- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 1 Temporary (up to 22 months)
Compensation: Pay Grade 9 $37.79 – 50.55 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Human Resources
Location: 800 Macleod Trail SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: July 29, 2024
Job ID #: 310227

Apply online at www.calgary.ca/careers