



Learning and Development Coordinator - Job ID #2198

Status/Job Type: Permanent Full Time

Commission: Corporate Services

Department: Human Resources

Union Affiliation: APAE/EXEMPT

Number of Openings: 1

Rate of Pay: \$33.02 to \$41.27

Benefits Entitlement: Yes

Hours of Work: 35 Hours Per Week

Job ID #: 2198

Posting Date (4:30pm): November 7, 2024

Closing Date (4:30pm): November 21, 2024

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Through guidance of the Learning and Development Specialist, the Learning and Development Coordinator is responsible for the successful design, development, implementation and facilitation of corporate training programs. The Learning and Development Coordinator sources and engages third party providers to deliver training that enhances staff performance and productivity. This position is also responsible for maintaining the Learning Management System and assisting with a variety of corporate and departmental projects. The Learning and Development Coordinator provides a broad range of responsibilities and duties. Major activities include, but are not limited to, the following:

- Monitors, reviews, and builds learning modules and implements all legislative requirements regarding mandatory compliance-based training, including health and safety training and other legislatively required employee training in collaboration with internal subject matter experts



- Designs, develops and delivers learning ensuring principles of adult education are adhered to that supports the City's strategic priorities and initiatives such as; classroom training, web-based and social learning
- Coordinates classroom and online training programs including booking of training rooms and vendors, facilitation and ensures the training location and environment is accessible and conducive to learning
- Manages the City's training records including reporting, data entry, and maintenance to monitor employee training to ensure completion
- Diagnoses training related problems and implements solutions such as; creating job aids, flowcharts and modifying existing training materials
- Schedules and supports new hire orientations and onboarding processes; ensure onboarding materials are up-to-date and accurate
- Maintains the Learning Management System (LMS) and troubleshoots issues
- Maintains an active role in research and stays informed of contemporary practices and regulations by participating in on-going professional development
- Other duties as assigned

Qualifications

- Possess a Diploma or degree in Adult Education, Educational Technology, Organizational Development, Human Resources or related discipline
- Minimum of three (3) years of related experience designing, developing and delivering training programs to adults combined with exceptional communication, presentation and public speaking skills
- Must have knowledge and experience in contemporary adult learning approaches and talent management
- Preferably holds or is working towards a Certified Training and Development Professional (CTDP) or Certified Training Practitioner (CTP) designation
- Must have strong verbal, written, analytical, presentation and facilitation skills
- Must have excellent computer literacy with an advanced knowledge of Microsoft Office software, SCORMS, AICC, SharePoint and Articulate 360
- May be required to work occasional evenings or weekends to carry out training sessions
- Must have a strong attention to detail and adhere to strict timelines and be team-oriented and flexible with the ability to work under pressure



To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, November 21, 2024, at 4:30 p.m.**

Qualified candidates please attach a detailed .pdf format resume & cover letter.

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.