

DEPARTMENT:	Human Resources	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$121,744 - \$134,247 + comprehensive benefits package (2024 rates)

The Manager, Learning & Engagement plays a critical role in enhancing employee experiences and fostering a culture of professional growth, engagement, and continuous learning. Reporting to the Director of HR, you will lead impactful initiatives in learning, onboarding, employee engagement, recognition, leadership development, and organizational communication, aligning these efforts with the City’s strategic priorities and corporate goals. Key responsibilities include designing and evaluating learning programs, managing vendor relationships, developing leadership tools, and delivering training in various formats, create engagement and implement strategies, enhance onboarding, organize events, support career development, and establish learning policies, budgets, and special projects like LMS implementation.

Qualifications and Experience

Education and Certification

- Bachelor’s degree in education, adult learning, leadership development, organizational development, human resources, or a related field.
- Certification as a Certified Training and Development Professional (CTDP) or Chartered Professional in Human Resources (CPHR) (or equivalent).
- Additional certification in project management or change management (e.g., Prosci, Lean Green Belt, PMP) is an asset.
- Coaching training or certification is an advantage.
- Master’s degree in a related field is preferred.

Experience

- Considerable experience in learning and development, organizational development, or a related field, including training, leadership development, onboarding, engagement, and succession planning.
- Proven ability to manage budgets, learning management systems, vendor relationships, and policy development.
- Demonstrated experience collaborating with senior leaders to align learning and engagement initiatives with business goals.
- Solid background in planning and executing employee learning events, recognition programs, and team-building activities.
- Expertise in coaching managers and employees on career development strategies.

Skills and Attributes

Skills

- Strong interpersonal and communication abilities to build relationships and drive collaboration.
- Analytical skills to interpret data and make informed recommendations.
- Expertise in adult learning principles, instructional design, and innovative delivery methods.
- Proficiency in learning management systems and learning technologies, including eLearning platforms (e.g., Articulate Storyline, Canva) and survey tools.
- Advanced skills in project management and Microsoft Office applications.
- Knowledge of psychometric instruments, such as MBTI, EQ-i, and leadership assessments.

Attributes

- Innovative, flexible, and technologically proficient.
- Collaborative and passionate about leadership and employee development.
- Able to inspire teams, foster inclusion, and drive organizational change.

Additional Requirements

- Police Information Check.

What We Offer:

Work-life balance – 3 weeks of paid vacation and an optional compressed day off program

Health and wellness – comprehensive benefits, plus other wellness-focused programs and benefits

Retirement benefits – including municipal pension plan

Career development – ongoing learning, leadership development, and education development program

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment. This posting will remain open until filled.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*