

CHANGE MANAGER LEVEL 1

Position ID: J0425-0074

Job Title: CHANGE MANAGER LEVEL 1

Job Type: Full Time

Department: Learning, Engagement & Change Management

Number Of Positions: 1

Min Salary: \$45.54/Hour

Max Salary: \$56.92/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Change Manager – Level I is responsible for utilizing the City's approved change management methodology and tools to ensure successful delivery and adoption of the City's organizational priorities. This position is responsible for facilitating organizational transitions, by developing strategies, managing communication and addressing the human impact of changes, ensuring smooth adoption and minimizing resistance.

The Change Manager – Level I reports to the Team Leader – Learning, Engagement & Change Management and works in collaboration with sponsors and defined project teams in conjunction with the Learning, Engagement and Change Management team to identify and reinforce change while consistently applying industry best practice standards using endorsed change management tools.

Responsibilities include:

- Spearhead the development of change management plans and strategies for specific programs and partner with project sponsors and business leaders to mitigate resistance and achieve program outcomes.
- Serve as an integral member of each program team by executing stakeholder assessments, diagnosing people impacts, identifying gaps between current and future state, and building interventions to mitigate program risks and resistance.
- Actively participate in the development of communication and feedback between the program participants and sponsors to achieve desired program goals.
- Conduct organizational readiness and capability assessments, analyze results, formulate solutions, and execute change plans, including communication, training, coaching, and resistance plans.
- Apply adult learning methodologies and assist with the review, branding, and distribution of training documents and related materials (manuals, handouts, and job aids), including post-training assessments and reporting.
- Facilitate change and transformation capability within project teams by producing roadmaps and conducting one-on-one coaching.
- Assist in developing and implementing engaging and informative employee-targeted communication plans and content, harnessing creativity and strong editing skills.
- Execute change readiness assessments, analyze results of these assessments, and present findings in a format that is simple, concise and easy-to-understand.
- Draw on comprehensive technical knowledge and excellent consulting skills to advise clients in organization effectiveness areas.
- Conduct in-depth diagnostics and analytics to identify gaps between current and end-state goals, determine the factors that affect outcomes, and build interventions to close gaps.

You Bring:

With a high-energy and results focused attitude, you will use your emotional intelligence to build relationships with various stakeholders across the organization. In addition to your influencing and networking capabilities, you will also bring the following:

- Bachelor's degree or diploma in Business, Organizational Psychology/Development/Leadership, Industrial/Organizational Psychology, or related discipline
- Change management certification is required
- 3+ years' cumulative experience in Change Management, Organizational Design, Talent Management, Corporate Communications and Project Management
- 3+ years' experience consulting and influencing across business lines within a matrix environment
- Advanced Adobe, Power-Point, and Excel application skills to produce rich and well-branded communication and training collateral
- High-energy and results focused attitude
- Ability to use your emotional intelligence to build relationships with various stakeholders across the organization
- Ability to design team-learning interventions (facilitation) through conversation cafes, appreciative inquiries, conference approach, etc.
- A sense of humor would be a welcomed asset

- A willingness to give and receive feedback
- Clear oral and written communication skills

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full time position (37.5 hours per week) and includes a comprehensive benefits and pension package.

Please provide a cover letter as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.